

## Standard Conditions of Hire

The trustees aim to provide a safe and enjoyable environment for hirers. Despite everyone's best efforts and intentions, accidents and damage will occur from time to time. In the event of an accident, damage or breakages during your hire please contact the hall manager 07900 651053 as soon as possible. We ask that details of accidents are recorded in the accident book pinned to the information board outside the kitchen hatch. Please understand that the cost of repair/replacement is the responsibility of the hirer.

*We ask that all users set out the tables and chairs they need and be responsible for returning them to the store, and for cleaning the rooms and leaving them tidy for the next user. **Please take care handling the tables and chairs to avoid injury.** Setting up the chairs and tables, and cleaning the rooms can be arranged for an extra fee. ( please contact the hall manager if you wish him to provide this service ). The village hall has 12 round tables and 24 oblong tables which are available to users - please take care not to damage the tables, particularly the table tops ( eg do not place the tables upside down on the floor when opening or closing the table legs). Please ask permission before moving the furniture from the coffee bar.*

**Important** - Before leaving the Village Hall please ensure:

All lighting and appliances are turned off

All windows and doors are shut and locked

All rooms are clean and tidy and any large amounts of rubbish are removed from the premises.

### **HAMBLETON DISTRICT COUNCIL PREMISES LICENCE CONDITIONS for HUTTON RUDBY VILLAGE HALL**

The Premises Licence requires someone(an adult) to be responsible for compliance with the entertainment and safety conditions, the main points of which are:

**Security:** Tables etc must be arranged so that there are clear, unobstructed gangways not less than 1.1 m wide leading directly to exits

**Retail Sale of Alcohol:** See separate sheet on conditions for events where alcohol is consumed in the Village Hall

**Decorations:** must be at least 30cm from any light or equipment that is likely to set fire to them, and must be positioned so that, if they break or fall, they are unlikely to fall onto anything that will set fire to them.

**Exits and Escape Routes:** must be kept free from obstruction so they can be safely used at all times.

Maximum number of persons: 275 for any hiring  
Main Hall 137 seated for dining 274 standing  
254 seated for theatre  
Stage 40 64 with extension  
Johnson Room: 60 seated for dining, 60  
standing  
Tarran Room: 67 seated for dining, 137  
standing  
Leven Room: 54 seated for dining 60  
standing

Noise: must be kept to a level that does not cause disturbance to people living nearby; and guests must be asked to leave the premises and area quietly.

Rubbish: No refuse, including bottles, should be placed in the receptacles outside the building between the hours of 11.00pm and 7.00 am. Please remove any large amounts of rubbish from the premises.

In the event of a fire:

Familiarise yourselves with the location of the fire exits.

Ensure safe evacuation. Assembly point is the main car park.

Extinguishers are positioned throughout the building as detailed on the information sheet.

Notify the fire brigade as the alarm system doesn't contact them automatically

There is no longer a public phone box within easy reach of the hall

for further information see our website: [www.huttonrudbyvillagehall.org.uk](http://www.huttonrudbyvillagehall.org.uk)

jw 06-05-2022