GREYSTOKE VILLAGE HALL
Information for Hall Users

Welcome to Greystoke Village Hall and **Thank You** for your booking.

To ensure the smooth and safe running of the hall, please read the following information carefully BEFORE you use the hall as it contains important safety information and outlines your legal responsibilities as hirer.

Terms and conditions of hire
The hall is leased unsupervised and as such a named 'responsible person' must be nominated, be present and must accept responsibility for the hall during the duration of the hire period. The responsible person will be presumed to be the person making the booking unless you advise us otherwise.

By hiring the hall you agree to the following terms and conditions:

ACCESS TO THE HALL (hire period)
Bookings relate only to the specific rooms and days and times hired. Hire periods must be long enough to allow for any setting up and putting away/dismantling any furniture/ equipment. For bookings of an hour or more, as a concession, we add 20 minutes at either end to allow for any 'setting up' and 'taking down' time (unless there is another booking immediately prior to or after your event - we will notify you at time of booking). Please ensure you allow time for leaving the hall in good order and fit for use by others. If you deem more time is needed, this must be booked and paid for.
Access is via a door key kept in the key safe next to the front entrance door. The key must be retained by the hirer for the period of use, used to lock the hall and returned to the key safe.

USE OF PREMISES, SUPERVISION AND CLEANING UP
Maximum Hall capacity: 150 which reduces to 105 where table and chairs are used.

The village hall must always be used responsibly with respect to the facilities and equipment. The hirer shall, during the period of the hire, be responsible for:
supervision of the premises, the fabric and the contents; and the behaviour of all persons using the premises whatever their capacity.
The hirer shall be responsible for leaving the premises in a clean and tidy condition; equipment and utensils put away; lights, taps, equipment etc all turned off; the building secured; and any contents temporarily removed from their usual positions properly replaced. All crockery and cutlery must be washed and put away and the oven cleaned if you have used it. The kitchen and toilets must be left in a respectable condition. The Cleaning cupboard is located in the kitchen along with brushes and a mop and bucket.

All waste must be removed from the hall and placed in the external waste bin. There is a recycling bank in the village car park located next to the hall which we encourage you to use.

PAYMENT
One off hirers
Payment is due at the time of booking and may be made by BACS or cash. Details of how to pay will be forwarded to you. An invoice can be raised upon request.

Regular hirers
The payment date will be shown on your invoice.

DAMAGE AND CLEANING DEPOSITS

You must leave the hall as you find it, in a clean and tidy manner and adhere to the license conditions in respect of music, alcohol and noise (see * Licensed Activities below).

A deposit may be requested depending on the nature of your booking. For example, parties may be required to pay a deposit. This will be refunded after the event following inspection of the facility, so long as the hall is left in the condition it was found. Failure to comply may result in loss of some (or all) of the deposit. Failure to comply with the license conditions will result in loss of all of the deposit.

HEALTH, HYGIENE AND SAFETY

Fire

A responsible person must be designated for the event/function as you have legal duties with regards to the safety of those persons assisting or attending the event.

Make yourself and your group familiar with the layout of the premises and the fire safety provisions. A plan of the hall indicating the escape routes and location of the fire fighting equipment is displayed on the hall notice board together with the document, 'Emergency plan for temporary responsible persons'.

Fire fighting equipment has been provided and you should ensure that you are aware of the locations and be familiar with its use. The sign above each extinguisher advises of its content and uses.

All areas of the hall are no smoking and the use of fireworks or candles is not permitted. All sound systems must be muted immediately upon hearing the fire alarm. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

Highly flammable substances shall not be brought into or used in any part of the premises and no internal decorations of a combustible nature shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

First Aid

There is a wall mounted first aid kit provided in the kitchen for your use.

Food Preparation

All hirers shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations where applicable.
All kitchen equipment must only be operated by responsible adults. Should you wish to use cooking equipment, please advise when making your booking. Instructions on use of the gas cooker are posted next to the cooker. The kitchen must be left in a clean condition.

Electrical Appliance Safety

All hirers shall ensure that any electrical appliances brought by them to the premises are safe, in good working order, and have been PAT tested and display an in date 'passed' label.

Accidents and Dangerous Occurrences

All hirers must report all accidents involving injury to the public to a member of the Village Hall Management Committee as soon as possible. Any failure of equipment must also be reported as soon as possible.

Step ladders are only to be used by responsible adults and MUST always be supported at the base when used.

Children are not allowed into the kitchen, bar or stage unless supervised by a responsible adult.

Any breakages must be reported. Please note that damages and breakages must be paid for.

*** LICENSED ACTVITIES**

The Village Hall has a Premises Licence (PN0034) authorising the following regulated entertainment (indoors only).

- a performance of a play
- an exhibition of a film
- a performance of live music
- a performance of dance

Full details of the licence can be found online on Westmorland & Furness Council Premises Licence Register

The playing of **recorded music** is permitted between 08:00 and 23:00 on any day. Should the hirer wish to play recorded music beyond 23:00, a Temporary Event Notice (TEN) from Westmorland and Furness Council must first be obtained. Please see the link below for further information,
https://www.westmorlandandfurness.gov.uk/business-and-licensing/licensing/alcohol-entertainment-and-late-night-refreshment-licensing

Music

Playing and performing **live** music is permitted under our Premises Licence for the following hours
Sunday to Thursday 10.00 to 00.00
Friday and Saturday 10.00 to 01.00
A condition of the licence is that 'no noise nuisance shall be caused to occupiers of property in the vicinity of the premises'. This must be adhered to.

Playing **recorded music** is only permitted until 23:00 hrs. Recorded music in village halls falls outside of the scope of the licensing system hence the different hours.

SALE OF ALCOHOL

The Village Hall licence does not cover the sale of alcohol. Anyone wishing to sell alcohol during any event must apply for a Temporary Event Notice (TEN) from the local authority (Westmorland and Furness Council). The Licensing Team can be contacted at
Admin.Licensing@westmorlandandfurness.gov.uk
The hirer must meet all the costs associated with a temporary event licence.

Wi-Fi

Mobile phone reception in the hall is patchy depending on your provider. The hall does have Wi-Fi and you will be given the code if required when you make your booking. There is a public phone box outside, next to the hall.

ANIMALS
All hirers shall ensure that no animals except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

HEATING
The main hall has electric wall mounted heaters which are activated by a switch located in the main hall. The switch is on a timer. Please use the heating responsibly, use only when needed and ensure all heaters are switched off when you leave. The bar and meeting room have electric heaters. No unauthorised heaters shall be used at the hall without the agreement of the management committee.

SCHEDULE OF CHARGES
Please refer to our website
https://www.greystokevillage.co.uk/services/village-hall/

Local rates apply to:
Individuals, organisations or companies residing or registered in the village of Greystoke and immediate surrounds in Greystoke Parish. Public or voluntary organisations which provide a service to the local area. Other organisations providing a service which benefits local people may be allowed local rates at the discretion of the committee. Please ask if you are unsure at time of booking.

STORED EQUIPMENT
The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees may be charged. No items shall be stored at the Village Hall unless agreement has been sought from the village hall management committee. Any equipment stored within Greystoke Village Hall must be left in a safe condition and not be stored in a manner that could risk harm to any other person and not be within a fire exit route.

Hall contact details:
Bookings: greystokevillagehall@gmail.com or 07828 741354
Hall Secretary: 017684 80557

All queries: greystokevillagehall@gmail.com

Greystoke Village Hall is a registered Charity run by volunteers.