



www.cherhillvillagehall.org

bookings@cherhillvillagehall.org

CHERHILL VILLAGE HALL

INFORMATION FOR REGULAR USERS

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GUIDELINES FOR HIRERS

Thank you for your interest in hiring Cherhill Village Hall. We are proud of our Hall and these guidelines are designed to make your event a success and help us keep the Hall in good condition for future users. In hiring the Hall you are undertaking to follow these guidelines.

Safety

Safety is our number one priority. As our completed risk assessment could not cover every contingency we remind Hall users that they are responsible for their own safety. We insist that hirers agree not to facilitate or permit any activity which could jeopardise people's safety or pose a threat to the structure of the Hall, its contents and equipment, or its surroundings.

A major contribution to safety is to ensure that all equipment and appliances, including lights, are turned off and rendered safe before leaving the Hall.

Fire Procedures

As part of our safety policy we insist that hirers familiarise themselves with the Fire Safety Checklist for Hirers attached to these Guidelines. We also require you to ensure that at least 4 of your attendees are briefed on fire procedures, in particular the actions to be taken in the event of a fire and the locations of emergency exits and extinguishers as shown in the Fire Escape and Emergency Plan which is also attached to these Guidelines .

Capacity of the Hall

The capacity of our Hall is 200 persons standing, 170 when used for dancing and 110 when using tables and chairs.

Bookings

Visit <http://cherhillvillagehall.org/hello/current-hall> to check the availability of the Hall and to download a booking form. All bookings are handled by our Bookings Clerk who can be reached at bookings@cherhillvillagehall.org or by ringing 01249-814979. We cannot confirm a booking until a completed booking form and a deposit of £50 have been received by the Bookings Clerk: to avoid disappointment this should be at least 28 days before the event to prevent an alternative booking being accepted. Early access for event preparation can be discussed with the Booking Clerk.

We are unable to accept bookings from anyone under 18 years of age and there are some events we are unable to host. Full details are available from the Bookings Clerk.

Cancellation

If you need to cancel please give as much notice as possible so that we can accommodate an alternative event. If your booking is cancelled within 28 days of the planned event we may need to charge a cancellation fee, in which case £12.50 of the deposit will be refunded for every 7 days notice of cancellation.

Cleaning

We expect our hirers to leave the Hall as they would wish to find it – clean and tidy, with all furniture, crockery and other equipment in their proper place. There is an option on the booking form to hire a cleaner after your event but if this option is not exercised, and further cleaning is required after your event, £20 will be added to your bill to cover the cost of cleaning.

We aim to recycle as much as possible and all refuse should be bagged, removed from the Hall and placed in the bins at the top of the ramp.

Damage

We cannot accept liability for any loss or injury suffered by any person using the premises but you will be required to accept the cost of rectifying any damage caused to the Hall or its equipment during your event. To avoid damage we don't permit any equipment, notices or other items to be attached to the structure of the Hall.

Noise and Parking

We are in a residential area and aim to be a good neighbour so considerate parking and controlling noise are important to us. In particular arrival and departure can be noisy times if care is not taken, and during events we expect noise levels to be kept to a reasonable level. Parking is limited and we rely on our users to park with consideration for our neighbours and to avoid obstructing the road.

The Hall is licensed for performance, music and dancing at the following times:

Monday – Saturday	14.00 - Midnight
Sunday	14.00 - 22.30

Alcohol

If you plan to sell alcohol at your event you will need to apply for a Temporary Event Notice (TEN) by visiting <http://www.wiltshire.gov.uk/licences-permits-ten> and following the links. As we are limited in the number of TENs permitted in the Hall each year the Bookings Clerk needs to know that you plan to apply and also when a TEN is approved.

Keys

Opening the Hall for your event, and securing it afterwards, can be discussed with the Booking Clerk when you confirm your booking. If, for a recurring event, you retain a key to the Hall we will need a £50 deposit which will be repayable once the key is returned.

Thank you for reading these guidelines and we hope your event is a great success. If you discover a fault please report it by visiting <http://cherhillvillagehall.org/hello/current-hall/fault-report>. We are also very interested in your feedback about our Hall which should be sent to info@cherhillvillagehall.org.

Best Wishes

The Trustees



FIRE SAFETY CHECKLIST FOR HIRERS

Before admission of the public or your invited guests:

1. Appoint a suitable person to be responsible for fire safety and ensure they are familiar with this checklist and the fire and emergency plan on the notice board in the lobby.
2. All fire exit doors are unlocked and the push-bar mechanism tested and in good working order.
3. Escape routes are free from obstruction and available for use.
4. Internal fire doors are closed and not wedged or propped open.
5. Firefighting equipment is in place and unobstructed.
6. Manual fire alarm is operable.
7. There is no obvious fire hazard in, or near, the building.
8. Appropriate assistance will be available for any attendees with disabilities.

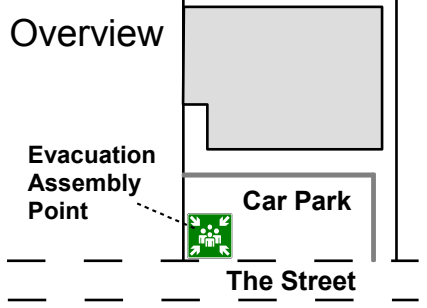
At start of function:

9. Notify all those present the actions to take in the event of a fire, the location of the Fire Exits and the Fire Assembly Point in the car park.

End of function

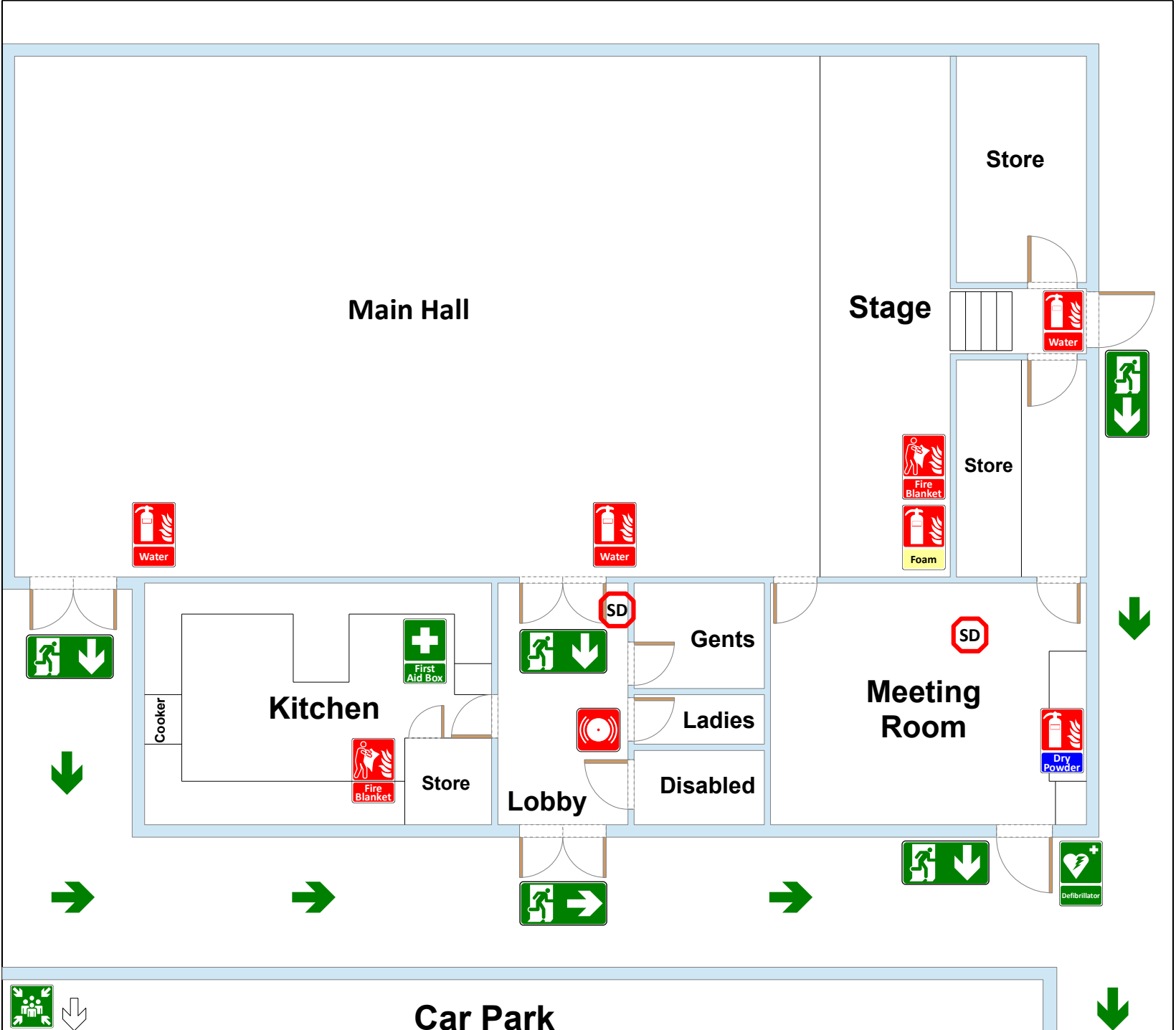
10. Search for smouldering fires or cigarettes left burning around the exterior of the building.
11. Check that the cooker is turned off.
12. Check that all electrical appliances (except the refrigerators) are turned off and unplugged.
13. Turn out all lights.
14. Close all internal doors.
15. Secure all outside doors and windows.

CHERHILL VILLAGE HALL FIRE ESCAPE & EMERGENCY PLAN



LEGEND

	Escape Route
	Emergency Exit <i>Illuminated Exit Sign Above Doorway</i>
	Evacuation Assembly Point <i>Located in Car Park Near the Road</i>
	Fire Extinguisher - Water <i>Two Located in Main Hall One Located Back Stage</i>
	Fire Extinguisher - Foam <i>One Located Stage Rear</i>
	Fire Extinguisher - Dry Powder <i>One Located in Meeting Room</i>
	Fire Blanket <i>One Located in Kitchen One Located Stage Rear</i>
	Fire Alarm <i>Rotary Gong Located in Lobby</i>
	Smoke Detector <i>One Located in Kitchen One Located in Meeting Room</i>
	First Aid Box <i>Located in Kitchen Cupboard</i>
	Defibrillator <i>For Community Use</i>





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REGULAR USER AGREEMENT

This agreement is made between Cherhill Village Hall Charitable Incorporated Organisation (CVH) and(the Hirer)

for the hire of Cherhill Village Hall on

Between the hours of and

Use of the Hall is subject to the Guidelines for Users (attached in this pack). In particular, the Hirer is reminded:

1. The Hall should be left secure, clean and tidy – ready for the next hirer
2. In consideration of our neighbours, noise and disruption should be kept to an absolute minimum.
3. Fire and safety procedures must be observed at all times

Additionally, the following conditions apply to holders of a Regular User Agreement:

1. Any change of keyholder must be notified to the Bookings Clerk
2. The Hirer agrees to vacate the Hall to accommodate long standing traditional events such as the pantomime, annual quiz, village show etc.

Signed on behalf of CVH

Signed by Hirer

Signature.....

Signature.....

Name:

Date:

Date:

Name:

Address:

.....

.....

Email:

Phone:



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CHERHILL VILLAGE HALL HIRE CHARGES

FROM 1 SEPTEMBER 2017

The rates below are the charges for *single bookings* and are shown as a guide. To request a rate for a regular booking please contact secretary@cherhillvillagehall.org

OUTSIDE VILLAGE/COMMERCIAL BOOKINGS

Morning session	8.30 a.m – 1.00 p.m.	£40.00	Hourly rate	£15.00
Afternoon session	1.00 p.m. – 5.00 p.m.	£40.00	Hourly rate	£15.00
Evening session		£60.00	Hourly rate	£20.00
All day booking		£100.00		

VILLAGE/CHARITY BOOKINGS

Morning session	8.30 a.m – 1.00 p.m.	£30.00	Hourly rate	£12.00
Afternoon session	1.00 p.m. – 5.00 p.m.	£30.00	Hourly rate	£12.00
Evening session		£50.00	Hourly rate	£16.00
All day booking		£75.00		

Villagers booking the Hall for a commercial event will be charged the rate quoted for outside bookings

To request a rate for a regular booking please contact secretary@cherhillvillagehall.org
