

Anderton Memorial Hall Terms and Conditions of Use

New Road, Anderton, Northwich CW9 6AE

Registered Charity No: 520006

Introduction

The village hall is run by the Anderton Memorial Hall Committee (hereafter referred to as the Committee), for the local community in a manner that ensures the health, safety and welfare of all users. The following conditions and information should be read by users of the hall in support of this aim.

Availability

General booking hours are:

Monday to Sunday 8am to 10.30pm

Hours may be extended at the discretion of the Committee.

General Conditions of Hire

- The Committee reserves the right to refuse permission and has the right to cancel or amend any agreement without notice.
- The Committee accepts no liability for any loss or damage to the property of users of the hall and car park and no items may be left in the hall without prior agreement with the Committee.
- The Hirer/responsible person shall make all necessary arrangements to ensure the orderly nature of the event, adequate protection of the building, grounds and equipment. Where loss or damage has arisen, the Committee reserves the right to invoice the hirer for such damage, without prejudice to its general right of indemnity.
- The hall is not licensed although individuals may apply for a license from Cheshire West and Chester Council for their private event.
- The hirers must make themselves fully acquainted with the fire and safety regulations in force in the hall. The hirer shall be held responsible for ensuring users are aware of the fire exits and the orderly evacuation of the premises in the event of a fire.
- The hirer shall not permit interference with the electrical or water fittings and written authorisation must be obtained from the chairman for any extraordinary use of these services. The Committee cannot be held responsible for portable electrical equipment used by the hirer.
- The hirer must ensure all electrical equipment **lighting and electric heaters** (excluding fridge) are **switched off before vacating the hall.**
- The hirer must ensure the hall, kitchen and toilets are left in a clean and tidy condition at the end of the hire period. Doors and windows must be left secure before leaving.
- The Committee reserves the right to refuse to let the facilities to individuals if they have a history of non-payment, excess noise or damage to the facilities.
- Any member of the Committee may request any person to leave the premises who infringes the conditions, regulations or policies and may call the police if necessary.

- For one off events, payment in full must be provided at time of acceptance of booking. For repeat bookings classes and clubs, payment must be paid to the Committee within 14 days of the date of the invoice. Event cancellation by the hirer less than 14 days prior to the event will require the hirer to pay 50% of the booking fee.

Health and Safety

The hirer must name a responsible individual to ensure compliance with the hall's Health and Safety policy and its specific conditions. At the beginning of the event they must bring to the attention of those present at the event that under the Health and Safety legislation they have a duty of care to themselves and others to follow the requirements below. Additionally, users must be encouraged to acquaint themselves with the layout of the hall and the fire exits. Hirers are strongly advised to check for hazards that may arise from their activity by means of a simple risk assessment. No smoking is permitted in the building.

Safety of Children and Vulnerable Users

The Committee believes that the welfare of children and vulnerable persons is paramount, and it is the responsibility of everyone using the hall. All children and vulnerable adults have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Such behaviours will not be tolerated. All groups hiring the hall for use involving children or vulnerable persons are expected to comply fully with the Committee's policy regarding Safeguarding Children and Vulnerable Persons. Any user of the hall having concern about any such abuse must inform the Chairman of the Committee who will then report to the relevant body as a matter of priority.

Emergencies

The hirer is responsible for directing all present in case of an emergency and should as a priority inform the Chairman or any other member of the Committee of the circumstances of the event.

Fire Safety

In case of fire follow the Fire Policy and Procedure which forms part of the hall's Health and Safety Policy. There are two fire exits which are clearly signed. These Exit routes must be kept clear to a minimum of 1 metre width and at no time be blocked by furniture or equipment. The fire doors are checked regularly, but the hirer is strongly recommended to double check that the doors open freely and are clear of obstruction. In event of a fire the fire bell is to be rung and all users must leave the premises immediately by the nearest safe exit and assemble in the car park. Nobody must go back into the building until the Fire Brigade say it is safe to do so.

First Aid

A first Aid box is provided in the kitchen for the treatment of minor injuries. A record of use should be made in the first aid log, giving the name of the person treated and by whom and what further action was taken. For example, "no further action considered necessary, or patient referred to GP, or ambulance called".

Accidents

Any accidents on the premises, however caused must be recorded in the accident book, located in the kitchen. "Near misses" must also be recorded.

Use of the kitchen

The hirer is responsible for ensuring that catering arrangements comply with current Health and Safety legislation for the use of kitchen and equipment, and that all surfaces and equipment are left in a clean, hygienic condition. The use of deep fat fryers is not permitted. The kitchen is a "child free" area and no child under the age of 14 is allowed in the kitchen area. Waste food, drinks cans, bottles etc must be recycled in the bins provided in the car park. Excessive rubbish created by the hirer must be removed by the hirer.

Entertainment Licence

The hall holds a PRS/PPL licence for film and music. Prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children and vulnerable persons are important conditions of the licence. The Committee as a consequence will not tolerate drugs, drunkenness and disorder in the hall.

End of Session

At the end of each session, all lights and heaters must be turned off, naked flames extinguished, water taps turned off and all areas and equipment must be left in a clean and tidy condition. Tables and chairs must be safely stored. Failure to comply with this will result in the hirer being charged for any additional cleaning and maintenance required and may be refused future lettings. In consideration of local residents the hall should be vacated in an orderly manner ensuring no excessive noise.

Car Park

There is onsite car parking available. Vehicles left in the car park are not the responsibility of the Memorial Hall Committee. **Please may we remind users to park responsibly and considerately in or around the car park.**

Completion of the application for hire form acknowledges acceptance, understanding and compliance with these conditions.

Approved by the Anderton Memorial Hall Committee 2020