

Terms & Conditions governing the hire of Winsford Village Hall.

Thank you for choosing to use Winsford Village Hall. We are a charity run by unpaid volunteers for the benefit of the community. Please read the following terms and conditions governing the hire.

- 1) Responsible person. The Hirer (or representative of the hiring organisation) must be a responsible adult over the age of 21 and he/she (or his/her nominated deputy) must remain on site at all times during the period of hire and familiarise himself/herself and all other occupants with the emergency exits, procedures and equipment.
- 2) Payment is to be made to the Bookings Secretary (Mrs. S. Hayes, The Close, Winsford, Somerset, TA24 7JE) within one week after hiring the Hall. Cheques are to be made payable to 'Winsford Village Hall'.
- 3) Maximum occupancy - 197 for a closely seated audience, 166 when used for dancing, 82 when seating is provided at tables and 98 when used for dancing and seating is also provided at tables. Note the numbers above cover **all** persons on site and the Hirer must ensure these are not exceeded.
- 4) Alcohol must not be brought on to the premises, without the express written permission of the Bookings Secretary.
- 5) Cancellation charges are as follows:-
 - More than one month's written notice – no charge
 - Less than 30 days, but more than 15 days written notice – 50% of the hire charge
 - 15 days or less written notice – 100% of the hire charge.
- 6) All exterior doors must be locked and all lights throughout the building switched off at the end of the hire. (Note, at night all the exterior lights will come on automatically operated by a PIR system).
- 7) The Hall and all equipment used during the period of hire must be left as and where found and in a clean, tidy and safe condition. Tables and chairs are to be stored in the area provided and not stacked more than 7 high. All appliances must be turned off and all rubbish taken away by the Hirer. Please DO NOT wash the wooden floor in the Hall, but wipe up any spills with a DRY cloth. (Note there is cleaning equipment, including a vacuum cleaner and broom, in the cupboard to the left of the entrance door of the main Hall and the windows can be blacked out at the top of the curtains by using the blinds).
- 8) Any damage caused during the period of the hire must be reported by the Hirer to the Bookings Secretary as soon as possible. Damage caused by the negligence, inappropriate behaviour or failure to comply with these terms and conditions will be repaired or replaced by the Winsford Village Hall Committee, at the Hirer's expense.
- 9) Any music must only be played or performed inside the Hall. The Hirer is solely responsible for ensuring that appropriate and valid licence/s, to play or perform such music, are in place on the date/s of hire.

Signed by the Hirer (confirming acceptance of these terms and conditions)

Printed Name Date.....

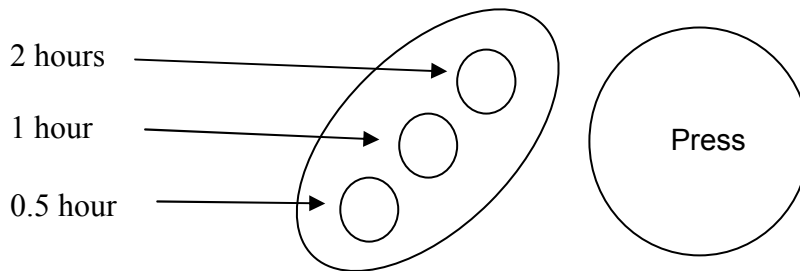
Signed for Winsford Village Hall

Printed Name..... Date.....

Date and time of hire

Useful information

- 1) The keys are available from the Oak Shop (located in the Royal Oak Public House) during opening hours (8.30am – 12.30pm Monday to Saturday). Alternatively, the keys can be collected from the Booking Secretary by arrangement on 01643 851372.
- 2) Heating – The control switch for the main hall is on the wall to the right of the cleaning cupboard. Using the oval button, press once for 1/2 hour, twice for 1 hour and three times for 2 hours. The red lights will light according to the time selected – see diagram:
The heating will shut down automatically after the time has elapsed. The meeting room controls are between the door and the hatch. In very cold weather, it may be necessary to switch on the heating up to one hour before using the Hall.



- 3) Hot water is available by pressing the button to the right of the kitchen door at the beginning of your hire. It will go off automatically.
- 4) Dishwasher - if you want to use the dishwasher for large loads, please follow the instructions on the wall next to the machine. It generates its own hot water.
- 5) Lighting - ceiling and wall lights operate from either end of the main Hall but the dimming switch is only at the stage end. The Meeting Room lights can also be dimmed using the switch by the door.
- 6) Emergencies There is a First Aid box in the marked cupboard in the kitchen. Please record use in the accident book. A Fire Blanket and Extinguisher are available in the kitchen and other extinguishers throughout the building. Fire exits are clearly marked and emergency lighting operates automatically.
- 7) Nearest Casualty Dept is at Musgrove Park Hospital or for lesser injuries Minehead Community Hospital. A defibrillator is located in the Royal Oak Public House.
- 8) Mobile Phones There is currently no mobile phone signal in Winsford, but it may be possible with some mobile phones to use the national emergency number 112 which connects by satellite. With an appropriate app, you may be able to connect via the wifi router (located in the main entrance). If in doubt please use the BT phone box located by the bus shelter across the road, to ring the Emergency Services.
- 9) Extra facilities The following are available by pre arrangement with the Bookings Secretary:-
 - Stage with a 32amp power supply
 - A 12 foot square cinema screen
 - Audio system for background music
 - A radio microphone for speakers
 - Stage and spotlights
 - An 8m x 4m marquee on the rear terrace (at an extra charge)

We hope you will enjoy hiring our hall. If you have any comments as to how we can improve the experience, please inform the Bookings Secretary or write in the Comments Book in the kitchen.