

# Hinton St Mary Village Hall Hire Agreement Policy.

## **1. TELEPHONE.**

The person responsible for the Hire must have use of an active Mobile Phone whilst the Hall is in use.

Emergency Phone Numbers are displayed on the Hall notice Board.

## **2. SAFETY.**

In the event of a fire, the Hall should be evacuated in an orderly manner using the appropriate Exits and call the Fire Brigade by dialling 999.

**The site address: Village Hall, Marnhull Rd, Hinton St Mary, DT10 1NA.**

Only tackle Fire with Extinguishers if you have been trained and competent to use Fire Extinguishers, please check out location of the Fire Exits and Fire Equipment before the Hall is occupied and the manner of opening of Fire Exits should be made known to our team or guests. (A sketch Plan displayed on the Hall Notice Board.)

## **3. CAR PARKING.**

The Hall car park will accommodate approx. 20 cars if parked sensibly.

Vehicles are not allowed to park on the Sports Field near the Hall or on the Manor Drive. Please **Note:** Owners of Vehicles Park at their own risk.

## **4. CONSIDERATION FOR OTHERS.]**

The hirer is responsible for any loss or damage to the Venue or equipment and their own property.

Please ask your guest to leave quietly at the close of your event.

Car doors banging and loud talking in the car park are disturbing to local residents. As the Hirer you are responsible for the safety and actions of your Guests.

## **5. BEFORE FINAL EXIT AFTER THE EVENT.**

Please return all Tables and Chairs to the Store, clean and stacked and LOCK the Store Door.

**The Kitchen to be left clean**, all items placed into cupboards provided, Fridge to be left open and empty.

**The Main Hall to be swept out and all rubbish to be taken away from the premises, there are NO Recycling bins .**

**Please make sure All Lights are turned off, Main door Locked including closing and locking the Car Park Gate.**

**HIRER SIGNATURE..... MOBILE NO.....**

**PRINT NAME. .... E-MAIL .....**

**DATE .....**