**Hinton St Mary Village Hall**

 **Hire Agreement Policy.**

**Risk Assessment Nov 2023.**

**NO PERSON TO ENTER THIS BUILDING IF THEY HAVE ANY COVID -19 SYMPTOMS IN THE LAST 7 DAYS.**

**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, 999 also call either;** 01258 **471628 or 01258 473107 to report the emergency**.

**2.Check Fire Exits**

 **Check Fire Exits and make sure they are clear and Fire Equipment in position.**

In the event of a fire, the Hall should be evacuated in an orderly manner using the appropriate Exits.

 **Call the** **Fire Brigade by dialling 999**.

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

Assembly Point being in the Car Park away from the building.

Only tackle **Fire** with Extinguishers if you have been trained and competent to use Fire Extinguishers. When you are assembled outside, please check numbers of persons attending your event are all accounted for.

**3. First Aid.** A First Aid box can be found in the Kitchen and nearest. **Defibrillator** positioned outside the White Horse Pub,

 Call Emergency Services if needed.

All accidents details to be logged into the VH Accident Logbook.

**4. All Cleaning chemicals.** Stored in the Locked cupboard (Ladies Lobby cupboard) Key can be found by Electrical meters in the Kitchen.

**5.** **Car Parking.** Please **Note:** Owners of Vehicles Park at their own risk.

The VH management will not Accept responsibility for any Damages, Accidents, or losses whist Parked on the Car Park or on the Playing Grass field.

**6. Before FINAL EXIT after your event.**

**Please return all Tables and Chairs to the storeroom.**

**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 or moped and all rubbish to be taken away from the premises, there are NO Recycling bins.**

**Please make sure** **All Lights & shower pumps are turned off,**

 **Main door Locked including closing and locking the Car Park Gate.**

**7. For Direct Payments for hire please transfer funds to:**

**Hinton St Mary Village Hall, Nat West Bank,**

**Sort Code 55-61-09 Account No: 24056596**

SIGNED by Hire Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_