SHORWELL PARISH HALL

RUSSELL ROAD, SHORWELL, ISLE OF WIGHT

Terms and Conditions of Hall Hire

HIRERS

The minimum age of a person/persons hiring the premises is 18 years. Hirers must ensure that all reasonable precautions are taken for the safety of children and vulnerable adults. When using the hall, a responsible adult is to be present at ALL times during the hire.

HALL CAPACITY

The recommended maximum capacity of the hall is 120 persons

HIRE FEES

Payment for the hire of the hall should be made in advance to the booking secretary. Please make any cheques payable to Shorwell Parish Hall. The appropriate hire fee must accompany the booking form and in the event of a cancellation the Village Hall Committee reserve the right where the hall cannot be re-let to withhold the full amount of the hire fee.

HEATING AND HOT WATER

To turn the hot water on you will find the main switch and timer switch/push buttons in the ladies' toilets. It will take approx. ½ hour to heat up. **Please remember to switch off when you leave.**

The heating is set to come on at certain times during the day. If you find that it is not warm enough, you can press the '+1hr' button only, on the heating controls which are in the green room. The radiators are set at No 3, but these can also be turned up to gain extra heat but they **must be turned back down when you leave**. If you press any other buttons and the heating is left on there will be an additional charge of **£15.00**.

PUBLIC LIABILITY INSURANCE

There is a copy of this hung on the Notice Board. You are advised to read through when you are hiring the hall.

DEPOSIT

A deposit may be taken at the time of the booking and this will be at the discretion of the Booking Secretary and/or the Hall Committee calculated at 20% of the total booking fee or £20 whichever is the greater. This will take the form of either a cheque or cash and will be refundable providing the hall is left in an acceptable condition and there is no damage to either the hall or its inventory.

DAMAGE TO HALL AND CONTENTS

The hirer will be responsible for reporting any loss or damage to the hall and its contents immediately (except normal wear and tear) and will be required to pay for any such damage, loss or additional work required to restore the hall or its contents to an acceptable condition over and above the amount of the deposit. **NO BLUE OR WHITE TACK, OR SELLOTAPE IS TO BE USED ON ANY WALL OR FLOOR, drawing pins and tacks are also not allowed.**

SMOKING

No Smoking or Vaping is allowed on Hall premises

CANDLES

Apart from Birthday cake candles, **no naked flames, candles, tea lights etc. are to be used on hall premises.**

FIRST AID KIT

Individual hirers are responsible for provision of their own first aid kit and facilities if required. In an emergency

there is a first aid kit positioned in the kitchen. If you use this kit the hall secretary needs to be advised so the contents can be replenished.

END OF HIRE

The hall is to be left in a clean and tidy condition, properly locked and the key returned to the Booking Secretary or returned to the wall key safe. Please make sure you jumble the numbers on the key safe after use. ALL rubbish is to be removed, all appliances and lights are to be switched off (except the fridge which is to be left on a low setting) and any furniture and equipment is to be returned to their proper storage place. A**s the hall is situated on a residential road, please be considerate to local residents if your booking ends late at night by keeping noise to a minimum.**

SAFETY AND RISK ASSESSMENTS

Whilst the Hall Committee carries out regular risk assessments and resolves any issues of concern noted, **all hirers are responsible for making their own risk assessments prior to using the hall.** Any safety issues must be reported to the Hall Secretary immediately and hirers are advised NOT to use the hall if any problems are not resolved. All accidents or 'near misses' should be reported to the Hall Secretary immediately

Accident and Near Miss forms can be obtained on request from the Hall Committee Contact: Hall Secretary

USE OF THE STAGE

The use of the stage is prohibited, unless expressly booked and the use appropriately supervised.

EMERGENCY EXITS

All emergency exits must be kept free from obstruction and available for safe exit in the event of an emergency. The hirer is responsible for indicating to all users where the emergency exits are.

SAFEGUARDING: For full information see Shorwell Parish Hall Safeguarding Policy

We all have a corporate responsibility to report safeguarding concerns regarding children and vulnerable adults:

- Adult Social Care Safeguarding: 01983 814980
- Children's Services Safeguarding: 0300 300 0117 childrens.services@hants.gov.ukults

If you hire the hall for sessions where children or vulnerable adults attend (apart from private celebrations arranged for family and friends) there are increased responsibilities. In this case, the Hall Committee insist that all hirers must:

- Have a current Safeguarding Policy
- Have a current, satisfactory Disclosure and Barring check (DBS) in place for them or any staff or volunteers
- Ensure that any staff/volunteer who has not had a DBS check is never left alone with a child or vulnerable adult
- Have a record of basic personal details and also emergency contacts for any child or vulnerable adult attendee
- Ensure that the Volunteer/staff ratio to group attendees is appropriate to provide adequate supervision and support
- Report any safeguarding queries/incidents immediately to Adult Social Care 01983 814980 or Children's Services 0300 300 0117 childrens.services@hants.gov.uk and ensure the Hall Committee is informed on the same day

Hall Committee Safeguarding Contact: Hall Secretary: secretary@shorwellparishhall.org.uk

Telephone No. 07904 595444

HALL NOTICE BOARDS

The locked notice board situated on the outside of the building is for the use of Parish Council Notices, the Hall Committee, and other organisations such as the PCO. You are NOT allowed to open the cabinet to pin other notices such as church notices etc. There is another notice board situated on the outside of the building for this type of poster and there are three others in the parish. Please note that to conserve space all posters should be in portrait format and not landscape.

If you wish to display a poster on the halls internal notice board, you will need to contact the Hall Secretary for permission. Any posters that are displayed, without permission, will be removed.

CAR PARKING

There is car parking available opposite the hall and adjacent to the hall. You use this facility at your own risk and the Hall Committee will not be responsible for any damage to vehicles however caused. Accessibility parking is available adjacent to the main entrance and is marked with a sign. Additional parking is available on Russell Road but please be considerate to local residents.

Hall Secretary: Email - secretary@shorwellparishhall.org.uk Telephone: 07904 595444

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BOOKING FORM

Form to be completed with all details and returned with payment to the Booking Secretary, Debbie Thistleton, 1 Corve Hill, Shorwell, Isle of Wight Tel: 01983 740371 and no later than 10 days prior to the required hire date.

Name	
Address	
Telephone No.	
Email Address	
Date Hall Required	
Time Requested (from & to)	
Intended Use	
Additional Information	

Signed…….as Hirer Date……

Prices

The following is intended as a minimum/guide with items such as daily/weekly rates or bulk bookings at the discretion of the Booking Secretary and/or the Hall Committee.

Fees per Session	Residents & Associations within Shorwell	Non-Residents & Associations outside of Shorwell
Morning Session 9am – 1pm	£20.00 1st April – 31st October £25.00 1st Oct – 31st March	£25.00 1st April – 31st October £30.00 1st Nov – 31st March
Afternoon Session 1pm – 5pm	£20.00 1st April – 31st October £25.00 1st Nov – 31st March	£25.00 1st April – 31st October £30.00 1st Nov – 31st March
Evening Session 5pm – close	£20.00 1st April – 31st October £25.00 1st Nov – 31st March	£25.00 1st April – 31st October £30.00 1st Nov – 31st March
Overnight Rate	£5.25 per person per night. Overnight stays commence after 2pm with the hall to be vacated in accordance with these conditions by midday.	
Daily Rate/Hourly Rate	On application	

FEEDBACK

We hope you enjoy using the hall. The Hall Committee would very much appreciate feedback in relation to your stay, to help us with future bookings. Please feel free to let us have any comments in due course. **The terms and**

conditions of the hall hire and bookings are solely at the discretion of the Hall Committee. Please discuss any requests/requirements with the Booking Secretary, in the first instance