

Welcome Hall High Road Trimley St Mary

Conditions of Hire

The Hirer Must Comply With The Fire Procedure Overleaf Smoking is not permitted on the premises of the Welcome Hall

The hirer is responsible for:

- The proper use of the hall and leaving it in a clean and tidy condition;
- Any damage to the premises, furniture or fittings, however caused;
- Removing rubbish to the dustbins to the rear of the hall turning off lights, taps and gas hob and securing all doors and windows (including the stage-end fire exit door) on leaving the premises – Note: heaters require no adjustment as they are pre-programmed;
- Returning all keys as directed;
- Keeping front door and windows closed;
- Ensuring music is off by 11.00pm and vacating premises by 11.30pm except on New Year's eve;
- Complying with current legislation concerning sale of alcohol.

The Trustee of the Hall carries Hirers Liability insurance cover. The insurance protects hirers and people working on their behalf against claims for compensation by the public arising from legal liability for loss or damage to property and/or injury or death to members of the public. Established groups will be expected to have their own insurance, especially since cover only applies for activities within the premises. Hirers may wish to consider arranging their own insurance cover against risks additional to those described above.

Hiring sessions will normally be as follows:

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| Morning session | 8.00am to 12.30pm |
| Afternoon session | 1.00pm to 5.30pm |
| Evening session | 6.00pm to 11.30pm |

Deposit – For casual bookings a deposit of £50.00 shall be paid by the hirer to the Booking Secretary before the key is collected. The deposit will be held against minor damage or any extra cleaning. If repair of damage exceeds the deposit, the Trustee reserves the right to retain the deposit and recover the excess from the hirer.

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| Maximum numbers permitted: | Seated at tables | 80 |
| | Dancing and/or refreshments | 95 |
| | People closely seated in rows | 120 |

The hirer must:

- Be over 21 years and prepared to accept responsibility for the hiring;
- Be in charge of, and be present during, the hiring unless the Trustee has given written permission for another person to act on his/her behalf and shall keep good order and decent behaviour in the hall;
- Take all reasonable precautions for the safety of the public and other persons on the premises;
- Ensure that vehicles are not parked so as to restrict or obstruct the means of escape from the hall;
- Ensure that all fire exits are clear of obstruction;
- Ensure noise levels emanating from the hall remain at a reasonable level. Should justifiable complaints about noise be made, further bookings from the hirer or organisation may not be accepted;
- Ensure that any seating is arranged with a gangway not less than one metre in width giving access to fire exits.

The Trustee reserve the right to cancel bookings in the event of the hall being required as a polling station (or for a sudden emergency) and will refund the hirer's deposit but will not be responsible for any other expenses incurred.

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Procedure in the Event of Fire

Hirers must note the location of all fire alarms, extinguishers and exits. Fire exits must be kept clear of obstructions. The stage-end fire exit door must be unbolted at the start of hire and bolted again at end of hire.

The first duty of the hirer is to ensure the safety of all those present and that everyone is accounted for. All hirers and their deputies must be made familiar with this procedure.

In case of fire

If a fire is discovered, the hirer is responsible for:

- raising the alarm by shouting "FIRE" and ringing the fire gong;
- directing people outside by the nearest safe exit door to the grass area at the front;
- checking the assembled people against a register or by known attendees;
- checking toilets, kitchen and committee room for people and making sure they leave the building via the nearest safe exit door;
- calling the Fire Service using a mobile phone or the public telephone outside the hall.

Do not stop to collect personal items. Once everyone is accounted for, no one should be allowed to return to the building until the Fire Service indicate it is safe to do so.

Once the safety of everyone is assured and if the fire is considered small and manageable, an appropriate type of fire extinguisher may be used to fight the fire whilst waiting for the Fire Service to attend. Such action must not endanger those taking part.
