

Name of Hirer: _____ Hire Charge: _____
_(Cash or Cheque - payable to: St. Andrew's Hall)

Date of Hire: _____ Time of Hire: _____

Conditions of hiring St. Andrew's Hall, **Limpsfield Chart**

1. You only have the use of the hall only between the times stated above.
2. The person hiring the hall must be present at the hall and shall be in charge at all times.
3. The person hiring the hall must not be under 21 years of age.
4. No obstructions, whether permanent or temporary, shall be allowed by any exit doors, exit ways, including fire exits, foyers, etc.
5. Please ensure that the main door to the hall is unlocked throughout the period of hire. On no account should the front door be locked when the hall is occupied. This is necessary to comply with Fire Regulations.
6. Please note that in the event of an emergency, the nearest public phone is located outside the 'Carpenters Arms' pub (turn right outside the hall – first left into Tally Road – the phone is just beyond the pub, on the same side). It is recommended that you take a mobile phone to the hall; however, reception can sometimes be poor. If reception is poor – try walking towards the Edenbridge Road. **The hall is at Limpsfield Chart, RH8 0SR on the B269, 1.5 miles from the A25, adjacent to St. Andrew's Church.**
7. Please familiarise yourself, on arrival at the hall, **with the fire exits and the fire procedure, which is detailed in the foyer (just outside the kitchen door)**. It is the Hirer's sole responsibility to ensure everyone has vacated the hall to the assembly point, in the event of a fire. Regular Hirers must carry out fire evacuation training with their groups termly. In the event of the fire alarm going off, after taking any necessary action, please inform **Lorna Tooth 730310, or Michael Rainbird 713683**.
8. The seating capacity for the hall is 100. For other functions, 120.
9. Please ensure that all guests park their vehicles in an orderly manner, opposite the hall in the parking spaces and then on the hall side of Moorhouse Lane only. Do not park on the grass verges. Do not allow parking in front of the access to the hall.
10. It is illegal to smoke on the premises.
11. The hirer of the hall is solely responsible for obtaining a Temporary Event Notice (TEN) under the licensing act, should one be required. This must be discussed and agreed at the time of booking the hall. The TEN must be displayed on the front door of the hall throughout the function. Alcohol must not be sold without a TEN.
12. Any user of the hall agrees to comply with our Child Protection Policy. There is a copy on the hall notice board which you must familiarise yourself with. Regular hirers have been sent their own copy with their contract and must have their own policy.
13. It is the responsibility of the hirer to ensure that Food Hygiene Regulations are adhered to, particularly when food and or beverages are being sold e.g. Church events, jumble sales, charity events, Chart Men's dinner, functions, etc.
14. If anyone has an accident, resulting in an injury at the hall, complete the accident form located in the first aid cupboard in the kitchen. This form must be forwarded Lorna Tooth, 10 St Andrews Way, Limpsfield Chart, RH8 0TN within 48 hours of the incident. It is important that you forward this form within 48 hours so we can take action as appropriate and inform the EHO, if necessary. Please leave a note if you use anything from the first aid box so it can be restocked.
15. If you are playing recorded music and charging people for entry to a class or show e.g. music groups, dance or exercise classes etc – it is your sole responsibility to ensure that you have the appropriate music licence.

16. The heating controls are in the main hall, to the left of the door. Do not turn the dial beyond 7 as the boiler does not then work. Do not, under any circumstances, touch the boiler. Please turn off the heating, before leaving.
17. Open & close curtains by the pull cords only (next to the wall on the left).
18. Please do not fix/tape anything to the walls to avoid damaging the walls.
19. Please do not touch the dehumidifier in the hall, it is regularly emptied.
20. Please do not move the piano. (If moved, it damages the floor and affects the tuning of the piano).
21. Please note that smoke machines at discos will set off the fire alarm.
22. The cooker must only be used for reheating limited amounts of food. Excessive cooking will set off the fire alarm. Please use the extraction fan if reheating food. Ensure children are kept out of the kitchen when cooking & making hot beverages.
23. The wall water boiler for beverages should be turned on upon arrival at the hall if required & must be turned off, prior to leaving the hall.
24. Please clean up spillages immediately and use the wet floor sign, if necessary, to avoid further accidents (located in the boiler room).
25. Please do not sit or stand on the tables, they are not strong enough for this.
26. Only 8 tables to be stacked in the table carrier. The safety strap & brake must be used when appropriate, when using the table carrier.
27. Chairs must not be stacked more than 6 high. Use the chair trolley when transporting chairs – max 6 chairs. The Toddler Group tables and chairs for Toddler Group use only.
28. Please leave the hall clean and tidy. The tables and chairs must be left where they were, when the hire commenced. Do not leave any items in the Green Room. Anything left in the hall will be disposed.
29. **Before leaving the hall, it is your responsibility to ensure the following:**
 - **All windows are closed**
 - **The floor is swept (brooms are located in the cupboard next to the kitchen).**
 - **The hall is left as you found it – furniture, cleanliness, kitchen, etc**
 - **The heating is turned off**
 - **All your rubbish is removed from the premises and taken home**
 - **All lights are switched off – don't forget to check the toilets**
 - **All internal doors are closed**
 - **The exit door is locked with the key**
 - **Please return the key after the hire or by the next day, if previously agreed (regular users retain their key)**

Thank you for using the hall, we hope to see you again soon.

I have read the above and agree to comply with the conditions of hire.

Hirer _____ Booking Secretary _____

Date _____ Date _____

(Please sign & return a copy to Lorna Tooth at 10 St Andrews Way, Limpsfield Chart, RH8 0TN with the hire payment, prior to hire of the hall, and retain the other copy with the hall plan for reference.)

November 2014