

Maintaining a safe environment for the Shrivenham Memorial Hall users

Thank you for booking our facility, I very much hope your event is a great success.

The Viscountess Barrington Memorial Trustees are very keen to reduce the risk of accidents and provide you with a safe environment to hold your event, to help us achieve this goal, we would be most grateful if you could read the following safety information and sign the bottom section below to say that you will comply with these rules as a condition of your booking. Please return this form with your payment.

Fire Safety Prevention

- Always keep fire doors closed
- Never move fire extinguishers
- Never smoke in the building
- Never bring untested electrical equipment to the hall
- Never leave items unattended on the cooker
- Only tea lights or birthday candles are permitted as naked flames, they must never be left unattended

Fire Evacuation

In the event of a fire or fire alarm

- Raise the alarm at a red wall call point (this will not hurt you)
- Ensure your area is fully evacuated
- Use the nearest evacuation door
- Only attempt to tackle the fire if it is safe to do so and you are competent
- The fire assembly point is the rear of the main car park
- Do not return to the premises unless you are advised that it is safe to do so

Minor accidents

- A first aid kit is held in each of the kitchens, these are available for your use
- Please tell us of all accidents, this will help us to create a safer environment for other hall users
- An accident book is held in the main kitchen

Preventing slips and trips and falls

- Always mop up spillages immediately
- Advise others if the surface is slippery
- Mops and hazard signs are available for your use
- Young children or toddlers must never be allowed on the stage unless they are being supervised as part of an organised event
- Never leave children unsupervised

Booking acts, events and entertainment

- Always ensure service providers have public liability insurance
- If the service provider is providing food ensure that they have product liability insurance
- Avoid leaving children unsupervised with a third party
- You are required to provide evidence of insurance cover (a copy of the insurance policy) as part of your conditions of booking whenever you intend to use a third party.

I confirm that I have read, understood and agree to comply with the above letting conditions and the safe working arrangements.

Your name Your signature.....

Today's date..... Date of event.

Viscountess Barrington Memorial Hall and Recreation Ground Trust Conditions of Letting of the Memorial Hall 2006

The person making the application must be over the age of 18 and shall be deemed to be the responsible Hirer. The charge for the hire of any room shall include provision of heating and lighting. An additional charge may be made for any special facilities provided at the request of the Hirer.

The Hirer may use free of charge any furniture available. Hirers, whether regular users or for a single function, are responsible for setting up any tables and chairs required and at the end of any function or meeting to return them to the appropriate place. The Hirer is responsible for leaving all areas of the Hall used in a clean and tidy state (brooms etc are available) and all rubbish shall be placed in the outside bins available. Failure to leave the Hall in a clean and tidy state will involve a cleaning charge being incurred.

If requested, a letting charge should be paid before the function. Only in exceptional circumstances will any refunds be made.

Nothing shall be driven into the wall, ceiling, floor or other part of the Hall, furniture or fittings. Additional lights of any kind shall not be used in any part of the Hall without the written consent of the Trustees, no Blotack or similar to be used on bare brickwork. The Hirer will be responsible for ensuring that no disorderly conduct takes place and will be required to pay for or make good any damage to the premises or to the furniture and appointments therein as a result of the hiring by whomsoever the damage is caused. In some instances the Trust may ask for a security deposit. The Hirer shall ensure that noise from the Hall is not likely to disturb neighbours and that people using the Hall or leaving it do not cause annoyance to neighbours, where the Trust deems it necessary may ask for security stewards to be employed by the Hirer.

The hall is licensed for the sale of alcohol. Any hirer wishing to avail themselves of this facility must obtain consent from the Secretary (designated Premises Supervisor).

The Hirer must notify the Secretary to the Trustees of any electrical equipment to be brought into the Hall. All such equipment must carry a current PAT certificate (Portable Appliance Test), a copy of which must be made available to the Secretary.

A Hirer using any part of the premises for the performance of any dramatic or musical work or for the delivery of any lecture in which copyright subsists shall not in any manner infringe any subsisting copyright and will indemnify the Trustees against all sums of money which the Trustees have to pay by reason of any infringement of copyright occurring during the use of the premises by the Hirer. Nothing shall be done in or about the premises which would infringe the terms of the licence granted to the Trustees by the Performing Rights Society which would render the Trustees liable to have such licence withdrawn.

Hirers wishing to have entry to the Hall prior to the start of the function for decorating or bringing additional furniture or goods of any description (eg refreshments) must ensure that they have indicated this on the booking form.

While every consideration will be given to requests to have access to the Hall prior to the time of the booking, this may not always be possible. When such permission is granted nothing shall be done to cause any inconvenience to other users of the Hall. If another booking has to be rejected or cancelled because a Hirer has been given access prior to the day of a booking, the Hirer will be required to pay an additional fee.

Articles of any description brought into the Hall must be removed by the Hirer or his agents not later than 0900 hours on the day following the function or at such time as requested by the Secretary of the Caretaker.

The Trustees do not accept responsibility for damage to or loss of private property, however caused, of any Hirer brought onto the premises and all such goods must be removed on request. This includes the property of organisations who permanently store their property in the Hall.

The Hirer shall not make any adjustments to or interfere with the heating apparatus. Bookings can only be accepted as provisional until confirmed on the official booking form. If the Hirer wishes to make any complaint or to offer any suggestions as to improvements that could be made in the services provided he should submit them in writing to the Secretary.

The concessionary charges made to regular monthly and weekly Hirers may be varied by the Trustees giving a calendar month in writing signed by the Secretary. These charges only apply when the accommodation is for the sole use of members of the organisation. When the public are admitted, the usual hiring charge will be made.

The Trustees reserve the right to refuse the letting of the Hall or to cancel a booking, the Hirer being responsible for any loss incurred consequent on such action. Any deposit or charges paid will be returned in such cases. This applies equally to organisations for regular booking at a concessionary charge, who will be required to surrender the booking if the accommodation is needed for an organisation paying the full scale charge.

All correspondence should be addressed to the Secretary to the Trustees, Memorial Hall, Shrivensham, Swindon SN6 8BL. Correspondence signed by the Secretary or requests made by him to any Hirer shall be deemed to be binding on behalf of the Trustees.

The Special Conditions of Hire to comply with the Public Entertainments Licence by the Vale of White Horse District Council must be inspected on request.

Reasonable access will be given to the Hirer for the unloading and reloading of property or goods belonging to the Hirer. The parking of motor vehicles on the frontage to the Hall will not be permitted. A car park owned by the Trust is situated in Martens Road, Shrivensham and is available for use by the Hirer and the Hirer should inform their guests as to the car park location.

These conditions may be altered or varied at any time by the Trustees.

01/06/06

PTO