

St John's Village Memorial Hall
General Rules of Hire for Casual Users

- The Bookings officer will meet you at the hall 5 minutes prior to the start of your booking to allow you access to the hall and to show you everything you need to know about the hall. This person will arrange to meet you after your event to lock up.
- Users of the hall may use the Village Car Park. Please ensure that all vehicles are not parked in any way so as to cause nuisance to our neighbours or obstruction to emergency and public service vehicles. Please **do not** park your vehicles directly in front of the hall in the area marked with a single yellow line, this area is subject to parking restrictions. Please **do not** park your vehicle on the cobbled patio directly in front of the large window at the front of the hall, or in front of the wooden gates at the side of the hall
- There is a bike rack at the front of the hall, please do not bring push bikes into the hall or into the corridor
- If you are using any professional services at your event such as entertainers, magicians, caterers, DJs, live bands, bouncy castles etc., you must ensure that they have valid Public Liability Insurance. The bookings officer must be in receipt of a copy of the Insurance Certificate at least 14 days prior to your event. Failure to produce the necessary documentation will result in the agent not being permitted to operate at the hall for your event
- **The large emergency exit doors on the far side of the Maple Hall must NOT be opened for any reason (except in the event of an emergency). This includes NOT using these side doors to unload provisions/equipment into the Maple hall.** This is part of our planning conditions and prevents disturbance to our neighbours.
- Please do not allow any persons to congregate in any way down the side of the building, this area is to be used for access to the rear garden only
- All music must cease at 10.15pm and the building must be completely vacated, clean and be ready to be locked by 11pm. Please ensure you and your guests exit the building quietly to prevent noise disturbance to our neighbours
- All windows and doors must remain closed at all times if playing music. Please do not play any music outside. The large sliding doors must remain closed whilst music is being played, or PA systems are being used in the halls to prevent noise disturbance to our neighbours
- If amplified music is being played, the Hirer shall ensure use of the noise limitation device situated in the Maple Hall at all times. This is part of our Planning Conditions and failure to do so may result in your event being cancelled with immediate effect, and non-return of any damage deposit
- The rear garden is laid with artificial turf. Please do not stake into the turf. Barbeques or cooking of any kind is not allowed on the artificial turf. The use of bouncy castles is not possible in the rear garden
- The outside rear garden and immediate outside areas may only be used (except for access) between 8.30am and 8.30pm.
- Only soft foam balls are permitted to be used inside the building. No other type of balls are permitted to be used as they cause damage to fittings in the halls
- Helium balloon may be brought into the hall but must be weighted down at all times
- Please do not put any adhesive tape on the hall floor, or any tape on the walls to secure decorations. There are hooks on the walls which can be used to attach decorations. . Blue/white tack may be used if it is removed immediately. Please do not attach anything to the main glass front door, particularly balloons as this interferes with the door's automatic opening mechanism
- If you are having a party (children's or adult) we ask that you take all your rubbish away with you following your event. Please take your rubbish home with you and dispose of this in your household waste at home. **Do not place any rubbish from your party in public litter bins on the Lye**
- Please ensure the hall floors are swept following your event. You will find brushes, brooms and hoovers etc. in Store room 1 off the main corridor.
- The wooden floors in the halls do not take kindly to lots of water and should not be wet mopped; we ask that you clean any spills or remove any marks immediately using a damp cloth. No bars are allowed to set up in any of the hall spaces, all drinks must be served from the kitchen area where there is suitable flooring for spills.
- Please ensure you check the toilets at the end of your hire, to ensure they are left in a clean and tidy state, all toilets flushed and that all taps are turned off.
- Please leave the kitchens clean and tidy and as you would wish to find them.
 - If necessary kitchen floors to be swept and mopped.
 - Please ensure all kitchen equipment is washed up and put away in correct cupboards before you leave.
 - If you have used the oven, microwave or fridge please ensure that these are wiped clean.
 - All kitchen surfaces to be wiped clean
 - All food must be removed from the fridges/freezers
 - If you have used the dishwasher please ensure it is emptied and water drained
 - Tea towels are stacked in the bottom drawer of each kitchen, please feel free to use these and when finished put them in the basket under the sink so they can be washed
- Chairs and tables are stacked in the Store 1 in the corridor, and also in the Maple Hall Store, please wipe the tables and stack them securely back in the store when you have finished. Chairs to be placed on racks provided
- Please let us know of any breakages or if anything is not working correctly in the hall. If you need assistance please contact the Booking Officer or other Trustees whose numbers are on the noticeboard in the main corridor.

We do hope you enjoy using the hall and that your event runs smoothly

11/04/18DJ