

# KETTLEBURGH VILLAGE HALL

## Conditions of Hire (a)

At the discretion of the representatives of the Village Hall Committee the Hirer may be asked to make a 25% deposit to secure the date of hire.

At the end of the hire period the hirer agrees to leave the hall in a fit state as described in the notices displayed in the hall. A copy of this notice is attached and forms part of these conditions of hire.

Hirers please note that there are plans displayed in the hall showing the fire exits and the positioning of fire extinguishers together with notices of actions to be taken in the event of discovering a fire. Illuminated Fire Exit signs are over each fire exit doorway and the hirer needs to switch these on at the commencement of the hire.

All tables, side benches and chairs to be returned to the positions where they were found or as agreed at the time of booking.

### Maximum permitted number of persons

	Without Portable stage	With Portable stage
Seated at tables	115	80
Dancing and tables	150	100
Closely seated audience	135	100

All Public and Private functions must end

Monday – Saturday	23.30
Sundays	22.30

Hirers who wish to sell alcohol at their event need to apply for a temporary Event Notice from Suffolk Coastal D.C.

All electrical equipment taken into the hall, including extension leads, must have a PAT test certificate.

## Conditions of Hire (b)

### **HIRERS ARE RESPONSIBLE FOR:-**

- **Familiarising themselves and complying with the hall health and safety policy. A copy of this is available in the vestibule of the hall and on the [Kettleburgh village website](#).**
- **The electrical appliances in the kitchen are of standard domestic design and can, with care, be safely used by adults. Only children who are supervised are allowed in the kitchen.**
- **Setting up and clearing away of any tables and chairs required for their function.**
- **At the end of the hire period the hirer must ensure that:-**
  - 1 The main hall floor is swept using the soft orange mop and wiped over where necessary but only with a damp cloth (please note that the use of excessive water on this wooden floor will damage the surface).
  - 2 The chairs are stacked in the “stage area” at the far end of the hall. The metal red plastic chairs must not be stacked more than eight high. The upholstered green chairs must not be stacked more than four high. There is a chair trolley available.
  - 3 The tables are wiped clean and the fourteen small tables are stacked in the transporter and the six large tables are stacked lengthways along the wall in the space provided secured by the bungees.
  - 4 Kitchen
    - a. The kitchen floor is swept and wiped over as necessary and that the sink, cooker, microwave and all working surfaces are also wiped over and left completely clean.
    - b. All glasses, chinaware and cutlery etc., to be washed-up, dried, and put away.
    - c. The fridge to be switched off with the door left open.
  - 5 The gents, ladies and disabled toilets are left in a clean and fit state.
  - 6 All wall-heaters and lights are switched off and windows closed.(NB on final exit from the hall, the outside lights can be controlled by a 12 minute timer switch which is situated in the main kitchen entrance – see instructions)
  - 7 All rubbish is cleared away both inside and outside the building and the rubbish placed in the appropriate rubbish bins outside the hall. All empty bottles to be taken to the bottle bank at “The Chequers” car park.
  - 8 On completion of the hire period the hall key is returned to the key box located in the hall porch.
  - 9 Any damage caused by the hirer to the hall is reported immediately to the booking secretary. The hirer will be responsible for re-imbursing the hall for that damage.

Please refer to the User Information Pack for all matters relating to the hall.