



SLITTING MILL VICTORY HALL

(Registered Charity No. 522768)

Slitting Mill Road
Slitting Mill
Staffordshire
WS15 2UW

www.slittingmillvillage.co.uk

VICTORY HALL MANAGEMENT COMMITTEE

TERMS & CONDITIONS OF HIRE

Hire Fees 2020/2021

Sunday to Friday - £8 per hour (Minimum of £10 for lettings of 1 hour only)

Saturday All Day - £80.

Organisations hiring the Victory Hall on a regular basis must pay their letting fee on a regular basis agreed with the Treasurer prior to the lettings.

Private bookings must be paid prior to the letting on receipt of the key.

An additional deposit of £100 in cash, not cheque, may be required, refundable on return of the key (discretionary). At weekends this will be the following day, after inspection.

The hirer must leave the hall clean and tidy ready for the next letting. If the hall is not cleaned, a charge of £50 will be made and this will be deducted from the £100 deposit, or invoiced separately.

TWO weeks notice of cancellation must be given so that where possible the hall can be re-let.

Capacity / Licences

The Victory Hall has a Premises Licence Ref No. CCDC/PREM/05/257. This is displayed on the notice board in the main hall and conditions should be strictly observed, as it is a legal requirement to do so.

The hall is licenced for a maximum of 120 people at any one event. This must not be exceeded.

In order to fulfil the requirements of the Premises Licence the hirer must appoint a responsible person to keep a register of occupancy figures at all times. This is a legal requirement in case of an emergency when the hall has to be evacuated.

The proceedings of any event must be conducted in an orderly manner in accordance with the premises licence. The Committee reserve the right to close down any function where illegal or disorderly conduct is taking place in order to protect the hall licence.

Any Committee Member attending the hall in order to close an event may be accompanied by Police Officers if they feel the situation requires it.

The Victory Hall has a Music Licence PPL/PRS Ref No. 01563231. This is displayed on the notice board in the main hall and should be strictly observed, as it is a legal requirement to do so.

Music must be kept at an acceptable volume to local residents and Must Stop at 11:45 pm.

The Victory Hall DOES NOT have a licence for the sale of alcohol, although it may be brought into the hall for personal consumption, or provided free of charge by the hirer. If a money charging bar is required the Committee must be informed and an external licensee must be employed by the persons hiring the hall.

Insurance

The Victory Hall has a third party only insurance policy. The first page of this is displayed on the Victory Hall notice board in the main hall, and a full copy with all details is kept in the wall pocket next to the notice board in the main hall; this must not be removed from the hall.

Regular Groups using the hall who store any equipment in the hall or grounds must be responsible for their equipment and insurance. The hall insurance does NOT cover for hirers' equipment kept within in the hall or stored externally.

Please be aware that the Victory Hall Management Committee cannot be liable for accident(s) caused by users of the hall climbing on any furniture or any other elevated structure etc., running around or any general misbehaviour.

Accidents

There is a First Aid box on the wall in the kitchen which is for **minor accidents** only.

Should there be a major accident where life is threatened, the hirer should phone for the emergency services (999 or 112), or take the person to the local A&E department of the hospital. Local A&E Hospitals are:

Stafford (08:00 to 22:00)

County Hospital
Western Road
Stafford
ST16 3SA
01785 257731

Wolverhampton

New Cross Hospital
Wolverhampton Road
Wolverhampton
WV10 0QP
01902 307999

Burton-on-Trent

Queens Hospital Burton
Belverdere Road
Burton-on-Trent
DE13 0RB
01283 566333

All accidents treated on site or dealt with in a hospital should be recorded in the **ACCIDENT BOOK** kept above the First Aid Box. The Committee should then be informed of the accident and any action taken, this is required for insurance purposes, should you require a copy of the accident report, please contact a committee member.

The accident book must not be removed from the hall and must always be kept in the wall pocket.

There is a defibrillator in the old red telephone box on the corner of Post Office Lane and Slitting Mill Road. Follow instructions given in the telephone box. There is a map on the notice board in the main hall.

There is no longer a public phone in the village so it is essential that the hirer(s) have a mobile phone or other device available at the letting to contact emergency services should they be required.

The Committee do not encourage the use of inflatable play equipment within the grounds, and it is not allowed internally within the hall. The Committee cannot accept liability for any accidents caused by the use of this type of equipment and the hall insurance does not cover its use.

If a hirer requires the use of a Bouncy Castle or similar activity equipment, the hirer **must** employ a reputable operator with a fully Comprehensive Insurance policy to cover all aspects of injury/ damage for claims that may be made against the Victory Hall or the hirer. A copy of the insurance policy must be given to The Committee for their approval before consent is given.

Car Parking

The Victory Hall has a large car park, clearly marked into bays, with disabled places to the right of the main entrance.

Any vehicles parked within the hall grounds or on the public highway are parked at the owners risk. The Victory Hall cannot be held responsible for loss or damage to vehicles whilst hirers are attending the hall.

Fire Extinguishers / Alarms & Exits

The Victory Hall has a defined Fire Safety Policy. A copy is displayed in the wall pocket next to the notice board in the main hall.

In addition there is a Fire Risk Assessment which is also on in the wall pocket.

A3 plans of fire evacuation points and grounds evacuation/assembly point is on the Victory Hall notice board in the main hall.

Details of the Fire Detection Alarm panel are by the fire panel in the foyer.

Services

Heating

Heating in the hall is electrical. The meters are to be found in the electrical cupboard (louvred doors) in the kitchen and require £1 & 20p coins. Notices provide information for the various heaters. If you require the use of the wall heater on the stage this needs to be switched on separately from a wall switch below the heater, this is also connected to the wall heater meter.

There are meters for:

- Ceiling mounted heaters within the main hall.
- High level wall mounted ceramic heaters in the main hall and on the stage.
- Low level wall heaters to the annexe, foyer and toilets.

Details of the operation of these heaters is attached to these terms and conditions of hire.

The hall is protected in winter times by frost stats, so low level wall heaters may operate independently and stay on at all times.

The high level wall heaters in the main hall are ceramic and do not glow, but they do get very hot. Warning signs are displayed below the heaters.

Details of the operation of the heaters are attached and displayed in the electrics cupboard.

Water

There is a water STOP TAP switch (blue switch) situated on the left hand wall of the kitchen near the oven.

Please check that this is switched on when letting commences. **Please turn off at the end of the letting.** This is to avoid water damage in cold weather conditions and flooding if a tap is left on overnight.

Hot water. There is a loft mounted water tank with an immersion heater. An on/off switch is in the kitchen on the wall to the left of the sink, please turn off at the end of the hire session.

An external cold water tap is fitted to the external wall in the patio area.

Electricity / Lighting

The Victory Hall electrics are checked every 5 years and portable equipment every 2 years in line with insurance and village hall letting requirements. The certificate is displayed on the Victory Hall notice board in the main hall.

Independent heating equipment must not be used within The Hall.

Hirers must not use equipment plugged into the hall electrical system that uses more than 13amp per item. Should multiple high amperage items be required, the Victory Hall Committee must be informed.

Where possible L.E.D. lighting has been used to reduce the effect to the environment.

There is an external twin power point at the external patio area, this is not to be used for independent heating equipment.

Fireworks

Due to considerations for the safety of the hall and grounds, and nearby residents and animals, the Committee does not allow Fireworks or fires in the Victory Hall or grounds. Nor does it allow ball games to be played in or around the premises, for the safety of residents and hirers.

Child / Vulnerable Person Protection Policy

Please note the Victory Hall **does not** have its own ‘Child/Vulnerable Person Protection Policy’.

Anyone hiring the hall and organising a regular or one-off group involving children or vulnerable people not within a family group must have their own policy and will be responsible for the people in its care.

This policy must be given to the Hall Committee for their approval/records.

Hirer’s Obligations

- The hirer will be held responsible for any damage to the hall, fixtures and fitted or equipment caused during the letting period.
- No decorations of any kind are to be independently fitted to the walls, woodwork, ceiling or building fabric. There are adequate wall hooks positioned around the hall for this purpose, and these must be used. No adhesive tape, blutac or similar sticky fixing should be used on paintwork or the building fabric.
Decorations of any kind **must not** be draped across emergency exit lights, alarm bells or heaters.
- No equipment can be removed from the hall, and any losses or damage will be charged to the hirer.
- In an endeavour to keep hiring fees reasonable all rubbish must be removed from The Hall and it’s grounds by the hirer. The Hall does not have the facility for the removal of rubbish by the Local Authorities.
- All **EXITS** used for Emergency Evacuation are clearly marked and they **must** be kept clear at **ALL Times**.
- Electrical equipment brought into the hall to be used at an event should have a current test certificate (PAT). It is the responsibility of the hirer to check that there are no trailing wires likely to trip or cause any accident(s).
- If any faults are found in the hall equipment or services, this must be reported to The Committee immediately, contact details as shown on the Hire Agreement and below.
- The use of smoke machines is banned because it adversely affects the fire alarm. Also foam machines are banned as the residue from these has been known to damage floor surfaces.
- In the interest of safety, we ask that hirers or attendees to the hall do not climb any trees within the hall grounds. The Victory Hall is not insured should accidents occur.
- All rubbish from a hire/event must be removed by the hirer
- No smoking or vaping is permitted in any area of the hall, or in the grounds, apart from the designated smoking area at the front of the building. This is the law!

Correspondence / Contact

Should you need guidance on the above Terms & Conditions or need to contact the Victory Hall Committee regarding any other item, please contact the Chair.

Paul Simkin
Touchwood
2 Post Office Lane
Slitting Mill
WS15 2UP

Tel: 01889 582422 / 07971 280767
Email: slittingmillvillage@gmail.com

THANK YOU FOR READING THESE CONDITIONS
PLEASE ABIDE BY THEM