

CONDITIONS OF HIRE

Thank you for hiring time at the Memorial Hall. We are a charity run entirely by volunteers. Please ensure that when leaving the building it is left in a clean and tidy state with all heating and lights turned off, doors secured and, if used, keys returned to the key safe. The Hall is in the middle of residential housing. Please be considerate of our neighbours and avoid disruption particularly during/after evening events. A notice board in the vestibule holds details of our licences (alcohol, music and film) along with notes on Fire Safety, Hall Risk Assessment and our Vulnerable Persons Policy. Hall policies and management documents can be viewed on the web site at www.wwmh.uk/policies.html

Covid: General safety advice remains including cleaning of hands and good ventilation. Hand sanitizers will remain available at the entrances and cleaning materials are in the kitchen.

Please ensure that:

- You, or another responsible individual, is on the premises throughout the period of your hire and that the premises, contents and attendees are responsibly supervised.
- You are familiar with the fire exits and fire fighting equipment and that exits are kept free of obstructions. There are floor plans in each room indicating the position of fire exits/fire extinguishers.
- Any equipment brought onto the premises complies with current safety legislation and is correctly supervised.
- Except for assistance dogs, animals are not permitted on the premises.
- Violent or criminal behaviour is not tolerated. Persons suspected of being under the influence of alcohol or drugs, or behaving in a violent or disorderly manner, should be asked to leave the premises immediately.
- Alcohol is not sold to those under the age of 18.
- Children are not admitted to films when they are below the relevant age classification.
- Children are not allowed in the kitchen without supervision.
- No gambling or adult entertainment of a sexual nature is allowed on the premises.
- You respond to any concerns regarding the physical, sexual, emotional or psychological safety of any vulnerable person during your hire. Vulnerable users could include children, young people, adults with learning or physical disabilities, frail elderly people or carers.

Looking after the Hall

- Please do not use sellotape or drawing pins to display leaflets/posters as they will damage the paintwork. Cleat hooks are available around the perimeter of the hall and picture rail hooks are available in the hall cupboard.

- Rubbish should be placed in appropriate bins. There are two outside marked as 'Memorial Hall'. Do not use the other external bins which belong to neighbouring houses. If our bins are full, please take your rubbish away.
- Empty bottles should be taken away. There are bottle banks in the long-term car park on Beach Road and in the Braid car park near Amble.
- A Hoover, mop and bucket are available in the 'under stairs' cupboard in the storage room, ie the small room immediately before the kitchen.

Please be aware:

- The Management Committee of the Hall reserves the right to charge for the cost of repairing or replacing any damage done to the premises or its contents during your period of hire. Booking charges may be incurred if you fail to notify us of cancellations in a timely manner.
- In exceptional circumstances, the Committee reserve the right to cancel bookings, e.g. to house a local election or to assist with a local disaster or to deal with an urgent building matter such as flooding or loss of mains power. In the unlikely event of such a cancellation, booking fees will be repaid but the Hall will not be liable for any additional financial loss.

Conditions as from 1st July 2022 on behalf of Warkworth War Memorial Hall Trustees.

WWMH Conditions Of Hire July 2022

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