

Dry Doddington Village Hall Hiring Information Pack

Thank you for showing an interest in hiring Dry Doddington Village Hall for your event.

**Please read the following information carefully before submitting a booking form to us.
It is recommended that you print a copy of this information and keep it for reference.**

THE COST OF HIRING THE VILLAGE HALL

Below are details of what it costs, per hour, to hire the village hall:

General Booking prices	Dry Doddington Residents		Dry Doddington Non- residents	
	Regular	Occasional	Regular	Occasional
Monday – Friday 7pm	£10	£12	£12	£14
Friday 7pm – Sunday Inclusive	£14		£16	

The Village Hall makes an excellent value for money venue for any event, but especially for your special day.

If you would like to hire the hall for a wedding reception, our charges are as follows:

£55 for set up on the day before (afternoon);

£55 for clean up on the day after (morning);

If you are a Dry Doddington resident £250 for the day of the reception;

If you are a non-Dry Doddington resident £350 for the day of the reception.

Please do not hesitate to contact us should you require a viewing.

Some important information about our hiring costs and deposits including security deposits:

A deposit of 20% of the total hire cost is payable at the time of other bookings (None wedding), with the balance due no later than 7 days before your event;

Any cancellations must be received 7 days before your event in order to receive a full refund;

At any booking, an additional £100 security deposit will need to be paid at the time of final payment of the balance for the booking and if no damage or loss occurs, this will be refunded within 7 days of your event.

BOOKING & PAYING FOR THE VILLAGE HALL

Once you have made an enquiry and you know that the date for your event is available, we will supply you with a booking form or you can download one from the website.

It is our policy not to take bookings for teenage parties. If your event involves young people under 18 years of age, a supervising adult must be on the premises and in charge at all times. There's also a Fire Regulation limit of 200 people allowed in the hall.

IMPORTANT - please ensure that on the booking form you have allowed time to set up and clean and tidy the village hall at the end of your event.

Completed booking forms, should be returned to: The Booking Manager, Dry Doddington Village Hall, Main St, Dry Doddington, Newark. NG23 5HU. Or emailed to drydoddvillagehall@gmail.com

Useful information regarding payments:

Payment can be made by cash or by cheque, or preferably by bank transfer, please make cheques payable to Dry Doddington Village Hall Charitable Trust.

We would prefer you to pay by bank transfer the details are:

Bank: **Barclays Account name: Dry Doddington Village Hall Charitable Trust**

Account number: **10695211**

Sort code: **20-50-21**

Please use your surname and event date as the bank reference.

USING THE VILLAGE HALL FOR YOUR EVENT

As a village hall committee, we take great pride in the space that you are hiring for your event. So that the hall continues to be maintained in a clean and tidy state for all users, please can you ensure that at the end of your event:

- All tables and chairs are stacked away neatly and tidily;
- The hall floor is swept after use - brushes are available in the large wooden cupboard in the kitchen area;
- Any spillages must be mopped up – the mop for the hall is next to the disabled toilet;
- The kitchen area, toilets and sinks are left clean and tidy - cleaning materials are available in the kitchen cupboard below the sink;
- Any crockery or items used from the kitchen have been washed, dried and put away;
- All rubbish bins are emptied, rubbish bags (**including from the toilets**) are tied and placed in the purple wheelie bin which is situated outside near the kitchen door;
- Our bins will have bin liners in them when you arrive. **You should bring extra bin bags, if you think you will need them, as well as your own dishcloths, tea towels and table cloths;**
- **As with most village halls, hirers are required to take any rubbish that does not fit in the wheelie bin, back with them at the end of the hire period. Any side waste will be chargeable from your deposit.**

Just another couple of things to take note of about using the village hall:

- Other than on notice boards, please do not use sticky tape, glue, nails, drawing pins or blue tack;
- Guide dogs only are allowed on the premises - no other animals please, unless consent is given by the Village Hall committee;
- No smoking is allowed anywhere in the building;
- Windows are closed and locked;
- Before you leave the hall, please make sure that all the lights and heating have been turned off;
- Please make sure that anyone attending your event leaves the hall quietly and in a responsible manner and showing respect to our lovely neighbours and community.

Access/Keys

We manage access by a key safe system. You will either be met on site or receive the code/combination on the day of your booking, at least one hour before your hire starts. Keys will be in the lock box by the front entrance.

At the end of your booking, please ensure that all doors are locked, the keys are returned to the lock box and the code on the lock box is scrambled.

Details about our Premises Licence issued by South Kesteven District Council:

Our licence, which is displayed in the village hall, allows events to take place between **08.00hrs and 23.00hrs**. If you want to hold your event outside of those hours, we will need to apply for a Temporary Events Notice from South Kesteven District Council on your behalf. This will incur an additional charge of £40 to yourselves.

PLEASE NOTE: Even where a Temporary Events Notice is issued, all events **MUST** finish and the hall vacated by **23.59hrs**.

LEGAL AND INSURANCE INFORMATION ABOUT THE HALL

Please read the following information VERY carefully as the content of this section references important legal and insurance aspects relating to hiring the village hall:

- As the hirer, you are liable for all damage, however sustained, and for any missing items of equipment. Any damage or breakages must be reported as soon as possible to the Booking Manager. The cost of making good damage or breakages may need to be borne by the hirer;
- The Village Hall Committee does not accept responsibility for the loss, damage or injury to any persons and/or their property or consequences thereof, arising out of the use of the hall or accept responsibility for personal belongings, including coats, clothing left in any part of the hall;
- Unlicensed gambling and unseemly behaviour are forbidden;
- We do have a general public liability insurance, which is displayed in the hall, but you may wish to consider taking out specific insurance to cover your particular event;
- We are not licensed for the sale of alcohol. If you intend to sell alcohol at your event, it is your responsibility to obtain the appropriate licence from South Kesteven District Council and make it available to the Village Hall Committee at least 7 days prior to your event. This licence will then be displayed in the hall;
- The Village Hall Committee reserves the right to cancel your booking in the event that the hall is required for emergency use, an election or Governmental business. If this happens, you will be entitled to a full refund of monies paid;
- If the hall was rendered unfit for the use for which it was hired, either by accidental damage or act of God, the Village Hall Committee will not be liable to you for any resulting loss or damage.

AND LAST BUT BY NO MEANS LEAST

The safety of people attending your event is exceptionally important. It's your responsibility to make sure everyone is aware of the procedures to follow in the event of a fire on the premises. Please ensure you familiarise yourself with our fire procedures and that fire exits remain clear at all times.

EMERGENCY CONTACT DETAILS

Should there be an emergency situation at the Village Hall please contact:

1. Brian Beddows 07552 757242 or if he is unavailable
2. Julieanne Oakley 07920842164

HOW TO FIND US: Dry Doddington Village Hall, Main Street, Dry Doddington, Newark NG23 5HU

what3words: **sensible.jugs.leaps**

We are 3 minutes drive from the A1, and only 5 - 10 Westborough, Claypole and Fernwood.



Thank you for taking the time and trouble to read through this information pack and for respecting the detail within. The Village Hall Committee thanks you for the support that you have given us and sincerely hope you have a wonderful event.

FIRE SAFETY – Hirer's responsibility

As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function, you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what attendees should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises, and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them, and escape to a place of safety;
- arrangements for fighting fire;
- how the fire and rescue service, and any other necessary services, will be called;
- procedures for meeting the fire and rescue service on their arrival;
- limitation on numbers of people;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

Before the event or function, you should decide:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of people who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival, and notifying them of any special risks, e.g., the location of highly flammable materials; and
- your plans to deal with people once they have left the premises, especially children.

At the start of the event or function, you should notify all those present about:

- the smoking policy;
- the location of fire fighting equipment, located in kitchen, main hall and front door.
- location of exits and escape routes;
- the location of the muster point **(on the triangular green opposite the village hall shown in red on map below)**.

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- the smoking policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- if necessary, the number of persons in your premises is limited or controlled

