

# CHURCH MINSHULL VILLAGE HALL

## HIRING AGREEMENT

Name, address and contact numbers:		
Purpose of Hire:  Date / Times:		
		Please Initial to indicate your agreement
1	I have acquainted myself with the location and operation of :-	
	a First Aid Box (kitchen)	-----
	b Public phone box (40yds to left of car park)	-----
	c 3 electricity consumer units (1 in kitchen, 2 far end of hall)	-----
	d Water stop tap (under sink on left)	-----
	e Fire Exits (main door, kitchen door, behind stage curtain)	-----
	f Wall heaters, including 2 thermostats an on/off switch and a fan switch. Entrance hall heater.	-----
	g Cooker, fridge, freezer and microwave	-----
	h Hot water for washing up.	-----
	i Hot water for hand washing in kitchen.	-----
	j Hot water for hand washing in toilets.	-----
	k Location of fire extinguishers (near exit doors and in kitchen)	-----
	l Location of light switches to enable safe exit, after main consumer unit is switched off.	-----
	m Location and operation of control pad for the intruder alarm system.(tapping in the <b>Code number</b> stops the bells ringing ! <b>CODE #</b> then allows a re-set.)	-----
2	I will inform all persons using the hall that <b>no smoking</b> is permitted.	-----

3	I will particularly inform persons who may be working in the hall of this no smoking rule e.g. catering staff, disco operators, entertainers and speakers.	-----
4	I will inform all people in the hall that there are <b>three</b> fire exits.	-----
5	I will switch on the electricity at main consumer unit and record the units displayed on the meter.	-----
6	I will <b>not</b> allow any drawing pins or cello tape to be stuck in or onto the walls.	-----
7	I will ensure the good behaviour of all persons using the hall and car park.	-----
8	I will ensure nothing is placed over or on the heaters.	-----
9	I will repair any damage done to the Hall or contents or I will pay for this to be done.	-----
10	I will limit numbers using the hall as follows: a. To 104 for Parties, Dinners & Dances etc. b. To 96 for a closely seated audience.	-----
11	I will ensure that music, or noise from the car park, shall not cause nuisance to nearby residents.	-----
12	I will leave the Hall clean and tidy for the next users.	-----
13	I will ensure that all music finishes at 11.45pm at the latest and that my event is finished no later than 12 midnight – leaving only those clearing up on the premises. I particularly note that saying goodbyes and slamming car doors can cause annoyance to nearby residents and will ensure this is kept to a minimum.	-----
14	I will inspect the Hall on completion and ensure that All windows and Fire doors are locked and that all heaters and lights (other then exit lights) are switched off.	-----
15	I will ensure that the external kitchen door and the fire door at the far end of the hall are both bolted top and bottom.	-----

16	I will turn off the electricity at the main consumer unit and record the units displayed. <b>(Note: leave the small consumer unit switched ON).</b>	-----
17	<p>* I will <b>exit</b> the Hall ensuring the 2 sets of main doors are locked and I will switch off all lights in the entrance hall gaining light by opening the outer door sufficiently to cause the detector to automatically switch on the external lights .(these will be switched off automatically after a few minutes.)</p> <p>* <b>I will reset the intruder alarm by tapping in the Code No.....</b></p> <p>* <b>I note the copy of a detailed “exit procedure “list hung in the entrance hall.</b></p>	<p>-----</p> <p>-----</p> <p>-----</p>
18	I will report any problems and damage to the booking secretary and discuss how these can be rectified.	-----
19	I understand that during the use of the Village Hall for my event (including preparation and clearing up), I am responsible for the building, it's contents and the behaviour of all those using the hall and car park.	-----
20	I understand that the charge will be £..... (plus VAT) plus any electricity used at 12 p per unit, payable on demand.	-----

SIGNED .....DATE.....  
(Hirer)

SIGNED .....DATE .....  
(Representative of Church Minshull Village Hall Committee)

**EMERGENCIES. If an emergency occurs during your hiring not warranting a 999 call, you may call members of the committee on 01270-522677or 522664.**