

Membury Village Hall Hire Conditions and Rates

Key Hire Terms

- **It is the responsibility of the hirer to ensure the safety of occupants and ensure the fabric and contents of the hall are undamaged.**
- Hirers should complete their own risk assessments where appropriate.
- Fire exits must be kept clear and only used for their designated purpose
- Children are not permitted to enter the kitchen, unless under close supervision by teaching staff who, having completed a risk assessment, take full responsibility for safety.
- The hall must be vacated by midnight, including 30 minutes clearing up time.
- The playing of live or recorded music of any sort must not start before Noon and must cease by 23:30pm with the exception of New Years' Eve.
- Telephone and Broadband: Hirers should ensure that at least **one member of their group** is able to make VOIP calls from their mobile phones in case of emergency. The password is hallguest
- Maximum capacity is 90 seated persons or 150 unseated.

The Alcohol Licence

- a) It is the responsibility of the hirer to ensure alcohol is neither sold nor provided free of charge to underage or intoxicated people
- b) customers must use the premises in an orderly and respectful manner and prevent drinking alcohol other than in designated areas
- c) The hirer must ensure adherence to the "Challenge 25" policy. Anyone who is over 18 but looks under 25 must carry an acceptable ID if they wish to buy alcohol.
- d) Alcohol sales must end at least 30 minutes before the end of the session, and by 23:00 at the latest.

Fire Precautions

The HIRER is responsible for ensuring that all occupants understand what to do in the event of fire.

- Fire exits and routes must be kept clear and pointed out to occupants at the start of events
- When large numbers of occupants are seated, there must be adequate aisle space for wheelchairs and walking aids
- In the event of low lighting (plays, pantomimes, musical events) the hirer must ensure at least two people are nominated to ensure internal routes to fire exits are illuminated by torch
- The fire assembly point is the Parish Council notice board by the entrance to the Village Car Park
- It is the hirers' responsibility to ensure the hall is evacuated safely and nobody returns until it is considered safe by the fire service.

Should there be a fire, 999 should be called immediately. Postcode EX13 7AF

Disabled Persons

The evacuation of disabled persons must be the first priority of the HIRER in the event of an emergency.

Smoking in the Hall is prohibited.

Safeguarding children, young people, and adults at risk

The hirer must ensure that any activities involving children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

First Aid Box and Defibrillator

The first aid box is on the lighting cupboard door. The defibrillator is on the front wall of the Hall **Hearing Loop**
 A hearing Loop
 is available

Payment

Preferred by Bacs – details will be provided on confirmation of booking.

Breakages or Damage

It is the responsibility of the hirer to ensure all breakages are reported to the Booking Clerk

	<u>CHECKLIST AT THE END OF YOUR FUNCTION</u>	Checked
	Please report any damage, equipment failures or breakages to the Booking Clerk. Please ensure:	
1	Chairs and tables are stacked away in the storeroom. Seven to a stack please.	
2	All china, glasses and cutlery have been washed and stored away in the kitchen and the kitchen tops cleaned. If used, wash and return tablecloths and tea towels promptly.	
3	All kitchen appliances have been cleaned and switched off (except the fridges/freezer and the fan) and the water taps are off	
4	Any alcohol brought into the hall for the event should be removed at the end of the session and any regular hirer must ensure that alcohol is safely locked away.	
5	All floors have been swept and wiped if sticky and the carpets in the committee room and foyer have been vacuumed	
6	The toilets have been checked and cleaned	
7	The landfill rubbish has been bagged and placed in the hall wheelie bin. The material that can be recycled has been placed in the recycling box and bag. The location of the bins is behind the school iron gates.	
8	All other equipment has been stored away and the storeroom is tidy	
9	All window and doors are closed – Check Fire Doors are closed	
10	All lights, including the outside light should be switched off and the hall locked	

Membury Village Hall Hire rates from October 01, 2025			
	Users	Rate	
Hall Hire Per 1 Hour Session			
Hall Only	Parishioners	£11	
	Non Parishioners	£22	
Hall Hire 1 to 4 hours			
Hall Only	Parishioners	Any Activity excluding use of cooker and/or dishwasher	£22.00
	Non Parishioners	Any Activity excluding use of cooker and/or dishwasher	£66.00
Committee Room	Parishioners	£13.00	
	Non Parishioners	£22.00	
Hall Hire 1 to 4 hours with kitchen			
	Parishioners	Any Activity	£55.00
	Non Parishioners	Any Activity	£105.00
RATES PER DAY			
Hall Hire per Full Day			
Hall Only All Day	Parishioners	Any Activity	£60.00
	Non Parishioners	Any Activity	£165.00
	Election	6 am - 11 pm	£270.00
Full Hall Hire Per Day with Kitchen			
	Parishioners	Any Activity	£132.00
	Non Parishioners	Any Activity	£200.00
Additional Bar Charge	Any Event or Activity	£12	
Funerals	By donation please. Hire fees provide a guideline		
Cancellation Policy- To improve utilisation of the hall and reduce last minute cancellations, the Trustees have introduced a no refund policy for block bookings. Ad hoc events must provide at least 14 days' notice to avoid a 50% cancellation charge.			