

Upton Magna Memorial Hall

REGISTERED CHARITY 518164

Updated January 2025

CONDITIONS OF HIRE

1. Charges — as scheduled at time of hiring. A deposit of £50 may be required at the time of booking.
2. Cancellation - in the event of the hirer cancelling, the deposit paid may be forfeited.
3. Sub-letting — the hirer shall not sub-let the hall or any part thereof.
4. Attendances — the maximum number of persons allowed to attend a function at the hall is 150.
5. Maintenance of good order — the hirer shall always be responsible for the maintenance of good order during functions and for the compliance of the No Smoking Rule. If the Committee, subsequent to the contract being made, discover that the hiring is, or is likely to be, of an objectionable or undesirable nature, or that the hirer is otherwise in breach of any conditions of this agreement, this agreement may be immediately cancelled by the Committee without payment of compensation to the hirer.
6. Damage — the hirer will be responsible for all loss of, or damage to the property at the premises or property brought onto, or hired from, the premises and for injury to persons, or animals caused by or in consequence of any act or omission on the part of the hirer, its agents or servants, and the Hirer is to keep the Committee indemnified in respect of any such loss, damage or injury. Appropriate footwear shall always be worn to prevent damage to the floor of the Hall. Playing of ball games of any kind is strictly prohibited unless authorised by the Committee. If any damage is done to the Hall or the premises or their fittings, the expense of making good the same is to be paid by the hirer.
7. FIRE REGULATIONS MUST BE ADHERED TO AND FIRE EXITS KEPT ABSOLUTELY CLEAR OF ANY OBSTRUCTIONS AT ALL TIMES. THE ADVERTISED PROCEDURE MUST BE FOLLOWED.
8. Music must be kept to a reasonable volume and must cease no later than the agreed finishing time of the function.
9. THIS IS A NO SMOKING HALL. FAILURE TO ENSURE THAT THIS CONDITION IS OBSERVED WILL RESULT IN AUTOMATIC LOSS OF DEPOSIT.
10. When the Village Hall licensed bar has been booked for a function, no-one is permitted to take their own drinks into the hall (licensing laws and age limits apply).
11. Right of entry — right of entry to the Hall is reserved to the Chairman, and duly authorised members of the Committee at all times.
12. The Hall and premises are to be left in a clean and tidy order and the key returned no later than one hour after the end of the hiring period.
13. Parking — under no circumstances will the Committee accept any responsibility for the loss of, or damage to, any car or other vehicle which in connection with a function may be brought to or left within the precinct of the building. The hirer shall ensure that no car or vehicle is allowed to be parked in any unauthorised position and that any instructions given by the Committee's employees with regard to parking are strictly observed.
14. If a bouncy castle or a similar type of equipment is to be erected on the field the hirer will provide us with a copy of the owners/operator's public liability insurance.
15. The hirer will be responsible for ensuring adequate staffing at the event and for checking that staff and volunteers are qualified and suitable for the role. DBS checks will be the sole responsibility of the hirer.
16. The hirer will be responsible for ensuring all electrical equipment brought into the hall has a valid PAT certificate.
17. Accidents or injuries must be recorded in the accident book.
18. FIREWORKS ARE NOT ALLOWED AT VILLAGE HALL FUNCTIONS Bouncy castles and similar items are not permitted inside the building.

Access Statement for Upton Magna Memorial Hall.

(Charitable Trust 518164)

Effective from January 2025

The Management Committee reserve the right to disallow any event deemed to have an unlawful purpose, or which may lead to disorder, damage or injury. Events with fireworks are not allowed.

Access

Availability. We will endeavor to ensure the hall is available for use. Should it become unavailable for any reason beyond our control (e.g.: for use as a polling station) we will let you know as soon as possible. We will not be responsible for any costs you may incur as a result of cancellations.

Keys. We will ensure the key box code is available to you. Please ensure the keys are returned to the box after use.

Heating. The heating system will be regularly maintained. You will ensure **the heating is switched off** as you leave. You may be liable for extra costs if it's left on after your use.

Furniture. Items of furniture such as tables and chairs, and the emergency equipment may be used as well as kettles and the water heater. However, other equipment owned by Upton Magna Memorial Hall will only be used with prior agreement of the committee. Any furniture used should be returned to storage cupboard and any damage must be reported to the management committee immediately.

Sleeping. You must NOT allow anyone to use the building for sleeping overnight, as there is no automatic fire detection system in place.

Wi-Fi. Wireless internet access is available to all users of the hall. The details of this can be found on the blue noticeboard to the right of the bar.

Stewards.

Regular users or event organisers must nominate a steward who must be aware of emergency procedures, particularly those requiring evacuation of the hall. Where necessary, they will also assist those with disabilities.

Facilities For Those with Disabilities.

Car Parking. The car park provides three reserved spaces for the hall. Stewards at each event may reserve additional space if there is a known requirement.

Entrances and exits. The main entrance to the hall, and the fire exit from the hall allow wheelchair access. The steps and ramp are fully compliant with Building Regulations, but care should be taken when leaving the building. The doors to the bar will normally be locked. Except loft area, there is level access throughout the interior of the building. Only those with permission to store items, the Management Committee or maintenance staff are allowed to enter the loft.

Toilets. A unisex toilet for the disabled (including ambulant disabled) is provided. Baby changing facilities are provided in the toilet for the disabled. All others will be expected to use the male or female toilets. Nappies, paper towels and sanitary products must not be flushed down the toilets. If the sewers are blocked by a user of the hall, the hirer may be liable for the cost of restoring the sewers.

Evacuation In Case of Emergency. In the event of a fire,

- the hall must be evacuated to the car park and playing field.
- The posted instructions must be followed.
- Stewards must ensure that the toilet areas have all been cleared.