

IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL

Reg. Charity No. 1095817

www.ibbertonvillagehall.co.uk

USEFUL INFORMATION FOR BUSINESS HIRERS

Thank you for booking Ibberton, Belchalwell & Woolland Village Hall for your event. Please note that the hall is run by volunteers so that we can offer good value rates to local people. The village hall is not a staffed premises.

Below are the answers to the most frequently asked questions.

Contact Details for Bookings Secretary

Annette Newman, Woolland View, Ibberton, Blandford, Dorset.DT11 0EJ

Email: ibbertonvillagehall@gmail.com

How do you confirm our booking and how do we pay?

- Once we have agreed the details of your booking, you will be sent a hiring agreement form. Please complete, sign and return it.
- Before signing please read the Standard Conditions of Hire.
- If your requirements change, please let us know as soon as possible.
- We will then send you an invoice with a detailed breakdown of costs
- You can pay by
 - Cheque payable to **IbbertonVillage Hall Treasurers Account**
 - BACS or via online banking. The bank details are Account Name **IbbertonVillage Hall Treasurers Account**, Bank Sort Code **30-90-92** Account Number **01107086** Please quote your invoice number or name as reference and send email to ibbertonvillagehall@gmail.com with details of the date and amount paid.

How many people does the hall hold?

- The Hall has a Public Entertainments licence for up to 100 people. (The conditions of this licence are displayed on the notice board beside the hatch, on the Village Hall Web site and a copy is available from the Bookings Secretary.) [Premise Licence Details](#) However, this licence covers all areas of the hall and grounds. For comfort and safety, we recommend the following:
- The main hall will hold up to a maximum of 100 people standing, 80 seated in rows, 70 seated at tables. It may be less depending on the layout required.
- The stage and any dancing area needed will reduce the space available for standing/seating.

Can we serve alcohol/have a paying bar?

- Providing that there are no sales of alcohol eg if you wish to serve alcohol to your guests or they bring it themselves, all you need to do is tell us in advance.
- If someone else is running a paying bar for you (eg your caterer) you must get our agreement in writing that you may apply for a TEN (Temporary Event Notice) from Dorset Council. Make sure that you have obtained all licences and permissions that you need for your function.

How do we collect/return Keys?

- Unless agreed otherwise, the Bookings Secretary or another member of the Committee will meet you at the hall at the start of the hiring period to explain the use of the hall and equipment and hand over keys.
- At the end of the hiring, return the keys as instructed immediately (or by 9.a.m. the following morning in the case of late evening hirings).

Noise, Security and Insurance?

- During the hiring period YOU are personally responsible for the security of the hall and making sure

that you, your guests and your caterer observe the conditions of the Hiring Agreement and also the Licensing, Health and Safety, Food Hygiene, Public Entertainment, Child Protection and any other legislation that applies to your event.

- The hall has its own Public Liability Insurance. Check that you have any insurance you need.
- Commercial/Business Hirers MUST have their own Public Liability Insurance and provide evidence of it.
- Please make sure that Fire Exit signs are switched on and the Fire Exits are not obstructed
- In case of fire, please evacuate the building and call the Fire Brigade on 999. Notify the Bookings Secretary or one of the other key holders (names and numbers in Hall).
- Please make sure that the 'No Smoking' policy and legislation is observed everywhere inside the hall. (Smokers may smoke outside but please use ash trays and clear up litter afterwards)
- Please consider our neighbours and keep noise to a reasonable level especially if the doors are open or people are outside. No loud or amplified music may be played outside the hall building at any time. The noise levels outside must be kept to a minimum from 11pm and on arrival and departure so that the neighbours are not disturbed. The outside doors must be shut if loud music is played inside the hall after 11pm.

What decorations are permitted?

- Please only fix decorations or signs to the notice boards or hooks provided.
- Please DO NOT COVER the legal and statutory notices on the board next to the kitchen door
- Naked lights (candles, tea lights etc) are only permitted if held in inflammable insulated containers.
- Please DO NOT USE SMOKE MACHINES as these set off the Fire Alarm which can only be reset by a master key holder (not the hirer's keys)
- Any damage to walls, woodwork or furniture will be charged.
- NO FIREWORKS or Chinese Lanterns are permitted indoors nor in the grounds.

Parking?

- The car park holds about 20 cars providing they are parked sensibly. There is overflow parking on the Recreation Ground.
- In case there is a fire or medical emergency, please make sure that the hall is accessible by emergency vehicles at all times.
- Our local roads are narrow so please make sure your guests do not block the road entrance or park on adjacent roads.
- If you are expecting a large number of cars, you are responsible for supervising their parking and ensuring these conditions are observed.

Cleaning?

- Please leave the hall as you found it.
- Please wipe up any liquid and food spilt and sticky patches especially from the wooden floor
- Leave everything clean and tidy and empty bins.
- The hall provides cleaning equipment and supplies but please bring your own tea towels.

What do we do when we leave?

- Please follow the checklists inside the Hall (one in kitchen, one on right of entrance)
- Replace furniture where you found it
- Take away all decorations and rubbish (including caterers' rubbish).
- Make sure all external doors are securely locked.
- Please leave quietly so that our neighbours are not disturbed, especially late in the evening
- Return the keys as instructed

After the event?

- Notify the Bookings Secretary of any damage or breakages so that they can be repaired/replaced.