

All Saints' Church Hall, Winterbourne Down Hire Rules and Regulations

1. All bookings to be made through the Booking Clerk.
2. Booking periods
 - a. Mornings 09.00am - 12.00noon
 - b. Afternoons 13.00pm - 17.00pm
 - c. Evenings 18.00pm - 22.00pm (Note: The hall must be vacated by 23.00pm. Only the Licensing Authority can grant an extension of hours.)
3. 'One off Hire' charges are to be paid two weeks in advance. Cancellation after this date will incur £5.00 administrative charge. Users will be sent a copy of hall hire rules and invoice following a booking.
4. Regular user groups must submit annual booking dates **in writing** to the Booking Clerk. Hire charges should be paid three monthly (unless otherwise agreed). Annual booking will be subject to three months written notice by either party.
5. The hall is subject to a **No Smoking** policy.
6. At all times when the hall is in use, **the Exit signs must be illuminated and the main emergency doors must be unlocked.**
7. For every let **the hiring body must nominate a responsible person** who is aware of the Fire Safety Regulations (detailed overleaf). This person is responsible until the hall is vacated and the door key returned to the key pad.
8. The cost of heating and electricity (except lighting) is not included in the hire charge. There is a £1 coin meter for heating located in the kitchen and a £1 coin meter for mains electricity (i.e. hot water, cooker and ring mains) located in the wall cupboard in the entrance hall.
9. Hirers must supply and use a Residual Circuit Breaker with personally supplied electrical equipment.
10. Children must not be allowed in the kitchen when the cooker and kettles are in use.
11. **After each function small tables and chairs should be stacked, no more than five high, on the floor at the end of the hall; the floor should be swept and the water turned off at the mains.** The water mains tap is in the Ladies Toilet, as are brushes, floor mops and spare toilet rolls. **The gate should be shut on leaving the site.**
12. The Licensing Act 2003 requires hirers to obtain a Temporary Event Notice (TEN) for specific licensable activities:

The sale of retail alcohol,

The supply of alcohol by, or on behalf of, or to the order of, the hirer,

Providing regulated entertainment and/or late night refreshment.

It is the responsibility of the hirer to ascertain whether a TEN is required for a proposed activity. Applications for TENS can be made direct to South Gloucestershire Licensing Authority (Tel. 01454 868001) by the hirer. Please inform the Booking Clerk if you obtain a TEN.

13. The nearest public telephone is at Bradley Avenue, Winterbourne. Hirers should provide a mobile telephone for emergency use.
14. The permitted number for the hall is 100 standing, 80 seated.

All Saints' Church Hall Management Group, November 2010