



SOUTHREPPS VILLAGE HALL

Charity Registration Number: 278536

A **warm** welcome to Southrepps Village Hall and thank you for choosing our facility for your function.

Our main aim is to provide an attractive, well maintained, self-financing and easy to use amenity which is a catalyst for regenerating the life of the community through the provision of a wide range of facilities and events.

To this end we have provided you with a user-friendly handbook (located in the kitchen) and a range of clear instructions to make your use of the hall and its facilities as easy as possible. All we ask is you leave the premises as you find them, with everything where it should be, as this helps us keep down costs and keep the hall affordable for everyone in the village.

Have a great time!

DATA PROTECTION - Data security and protection. We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDP compliance requirement.

TERMS AND CONDITIONS - When you pay the deposit for the booking, you agree to our Terms & Conditions and COVID-19 of booking, which you would have received as part of the document pack. Visit www.southrepps.info/booking-information to read them all again. Please note, there is no negotiation on the terms.

COVID-19 - Please ensure you read and understand the conditions laid out in our Covid-19 document. Visit www.southrepps.info/booking-information

BOOKING CONDITIONS & INFORMATION

Responsibility and Charges

Southrepps Village Hall Committee reserve the right to charge a cash deposit of up to £150 for each booking.

1. The responsible person is defined as the person who is the main booker of the event and this person is fully liable for all costs.
2. The main booker must be over the age of 25.
3. The hirer will be responsible for leaving the hall in a condition not inferior to the condition of the hall on arrival.
4. The full hire fee will be chargeable in the event of a cancellation less than 7 days prior to the booking.
5. Southrepps Village Hall committee cannot be held responsible for any equipment, materials and/or personal items belonging to yourselves or other organisations during the event. You are to ensure you have suitable insurance is covered for all said items.
6. Southrepps Village Hall Committee reserves the right to levy additional charges should the hall not be left in a satisfactory state.

Keys

You will have received confirmation of your event via email. You will be provided with a code for the Key Safe at the front entrance. It is the Main Booker's responsibility to ensure the keys are kept safe at all times. Loss of keys will result in £100 fine.

The code is changed regularly but we ask you to not share the code.

On leaving you must replace the keys in the Key Safe and please ensure to muddle up the numbers.

Temporary Events Licence (TENs)

Southrepps Village Hall does not have a licence to sell alcohol and you will need to apply for TENs licence from North Norfolk District Council. In summary below is what you need a licence for.

Alcohol

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Entertainment

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance;
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

Please go to North Norfolk District website for more information. Simply **search TENS North Norfolk District Council** and it will take you directly to the page.

Furniture

The village hall provides ample tables and chairs for your event. We ask that:

7. **TABLES** can be found in two corners of the hall.
 - a. They can be heavy so be careful when lifting.
 - b. Please ensure all tables are wiped down with a clean cloth and detergent. They must be free from marks and cello tape etc.
 - c. They should be returned to 10 tables each corner top.
8. **CHAIRS**
 - a. They are stacked at either end of the hall no higher than 6 chairs.
 - b. Chair trolley – you will find a trolley that helps you move the chair stacks. **DO NOT** drag chairs across the floor as they can scratch the wooden floor.
9. **SMALL TABLES**
 - a. Found on stage area and must be returned.
10. **CURTAINS** there is a pulley system for the curtains so be mindful when opening and closing them
 - a. Stage curtains should be left **closed**.
 - b. Window curtains should be left **open**

Cleaning

The hall should be returned in the same clean condition as you found it.

1. All floors should be swept free of debris
 - a. **DO NOT MOP THE PARQUET FLOORING** in main hall. If water has been spilt please clear it up immediately as it can ruin the floor
 - b. Vacuums, brooms and mops are available in the cupboard to the left of the stage.
2. **All bins should be emptied and your rubbish taken away with you.** There is a glass recycling bin opposite the doors.
 - a. The committee decided on this action to keep hire costs down and your co-operation is appreciated.
 - b. A charge of £10 will be made for disposal of any rubbish left in the hall or car park after your event.
3. Kitchen should be left clean and tidy with everything put back in its relevant place.
 - a. There is a dishwasher (instructions in kitchen) and clean tea towels are in the drawer.

- b. There should be no washing up left – relevant equipment is provided for washing up.
- c. The cookers should be left clean and without food residue.
- d. Coffee – if you have used the coffee machine please ensure you remove the filters and wash everything.

Safety

Your safety is paramount in our venue and it is the Hirer's responsibility that their own safety as well as those persons attending is ensured.

- a. The responsible person must ensure that emergency exits are not obstructed.
- b. The responsible person must make those persons attending the event fully aware of what to do in case of fire. See emergency evacuation instructions posted in the hall.
- c. NO SMOKING – it is illegal to smoke on these premises.
- d. Naked flames – please ensure that any candles are held in fire resistant vessels.
- e. Any equipment, including and not limited to sports, children's activities, specialist electrical and so on, are the sole responsibility of the hirer. Southrepps Village Hall does not accept any liability of physical damage. Any damage to the hall due to equipment is the liability of the hirer and full costs must be covered by them. Suitable insurance must be taken out if there is any potential for physical injuries.

Noise

Our village hall is in a residential area and noise does carry.

- a. NOISE - Music played in the hall must be at a volume so it is inaudible at a distance of 40 m from the hall. Doors and windows should be kept shut. All loud music must be off by 11pm. Unless you have a Temporary Events Licence and even then we would ask for all loud music to be off by 12am.
- b. Please keep noise to a minimum when leaving the premises.

External Areas

The decking area offers fantastic views and is very popular. The keys for the decking door is on the key ring. It can be a little tricky but please bear with it and don't force it. If you can't open it call us and we shall see what we can do.

- a) If external area used for the event, then this must be left free from debris (not limited to waste, cigarette butts etc.)
- b) No vehicles are allowed on the grass, if access is gained, without express permission from Southrepps Village Hall Committee and the Parish Council.
- c) Football pitch – please take care of the grass

On leaving

It is the Responsible Person's role to ensure that the village hall is left in the condition it was when first entering. To ensure the safety of the village hall please ensure:

Kitchen

1. **WATER HEATER** - Switch off the water heater (switch located right hand side of the sink)

2. **DISHWASHER** - If you have used the dishwasher ensure the bung is removed and clean as per instructions on the wall behind the dish washer.
3. **CROCKERY & CUTLERY** - Return crockery etc to where you found it.
4. **OVENS** - off ovens at main switch
5. Ensure back door to kitchen is closed and windows closed.
6. Please close kitchen door on leaving.

Main Hall

1. Patio doors are locked with curtains open
2. Back door (leading to car park) is closed
3. All lights in hall are switched off.
4. Main hall doors are closed.

General

1. Turn off all lights with the exception the car park flood light which is PIR controlled.
2. Ensure that all taps are turned off in the toilet areas and door is closed.
3. Entrance doors (both of them) are closed.
4. Return the key to the Key Safe.