

THE GROVE BUILDING - CONDITIONS OF HIRE

PART 1 - USE OF EQUIPMENT, CLEARING UP & LOCKING UP

Wall Displays:	Please DO NOT attach displays or notices to painted/plastered wall surfaces by any means.
Tables, chairs:	Please leave all equipment clean and tidy. Trolleys are provided and must be used for the storage of tables. A maximum of 3 small folded tables may be stored in the back lobby in the designated area. Clear access via both exit doors and lobbies must be maintained at all times. All chairs should be left arranged around the sides of the halls. Chairs SHOULD NOT be stacked.
Curtains:	All curtains have 'pull cords'. Please DO NOT close or open curtains by pulling on the curtains themselves. They should be left OPEN before you vacate.
Heating:	See instructions posted near each thermostat (in halls, kitchen, toilet area and lobbies).
Cleaning up:	Cleaning equipment is available in the tall cupboard in the kitchen. Sweep all floors, check/clean the toilets. Mop up any spills. Please take home all used tea towels and wash and return them to the Grove Building. Kitchen worktops especially, MUST be wiped clean. Fridges and cooker should also be cleaned after use. All crockery/cutlery etc should be washed and returned to storage.
Refuse:	Collect litter, empty litter bins and full new liners. Bagged refuse to be put in the wheelie bins outside the front door. If more than one bag is filled the hirer is responsible for removing rubbish. All unused food and drink and any empty bottles to be taken away. Food items which are labelled and dated may be stored temporarily in the Fridge/Freezer. Items not labelled will be disposed of and if not removed within two days.
Before leaving the premises:	Heating: Leave all thermostats set at 15 degrees or as directed on local notices. Lights: Check that all the lights are off including those in the toilets and lobbies. Windows and doors: Please ensure all windows are closed and check that both outer doors are locked.
Audio/Visual:	Please DO NOT plug any equipment into the audio socket without first obtaining permission. If you wish to use the audio system, please make prior contact with the Bookings Secretary who will make it available for your use – special wires are required! Use of the microphones and hearing Loop system has priority to users in the Main Hall with the exception of the Lip Reading Group who meet on Tuesday mornings in the Small Hall.

PART 2 - HIRER'S LIABILITY

The building and contents are fully insured on the following conditions:

1. Loss or damage to equipment or the building is the hirer's responsibility. Any breakages or damage must be reported immediately to any of the Committee.
2. Details of any injury to a person to be entered in the Accidents Book (kept in the kitchen) and notified to the Chairman or Bookings Secretary. A First Aid Kit is kept in the kitchen
3. Health and Safety requirements are to be carefully observed.
 - a. **Children under the age of 18.** The Hirer is required to ensure that children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm and to comply with current legislation.
 - b. **Electrical equipment.** The Hirer bears full liability for any damage or injury caused by electrical equipment brought onto the premises by the Hirer or any of their party.
4. In the event of an insurance claim for loss or damage to the fixtures or fittings of the building the hirer will be liable for the £50 excess. Note that insurance cover does not include private property stored or brought onto the premises.
5. The Committee shall seek financial recompense from the hirer for any damage caused to the building and/or its contents during their letting period.
6. Regular users, in particular, should ensure that they are adequately insured.

**PLEASE LEAVE THE FACILITY AS YOU WOULD WISH TO FIND IT.
The next user **DEPENDS** on you to do so.**

PART 3 - HEALTH AND SAFETY

Disability Access:

This is by the Barton Lane door, which must be unlocked if there is any possibility of disabled persons attending a function. A bell push is provided for announcement within the main hall.

Fire Access:

The front door must be unlocked when the hall is in use and manned if there is a fire. The maximum number of people is limited to 100. Aisles and exits must be left clear in case of fire. In the event of the need to evacuate the building the Assembly point should be in the main church yard.

Bookings/Cancellations

1. Casual User bookings ARE NOT confirmed until the agreed payment and signed copy of this form are received.
2. Whilst ALL bookings are now to be taken on a '*first come first served basis*', it is just possible that bookings may have to be cancelled at short notice in the event of a significant, unplanned Church commitment, or in the event of a local emergency. The committee will endeavour to give you as much notice as possible. We will not charge for any cancelled bookings.
3. Preparation and clearing up times are limited to **30mins** either side of your agreed booking period.

One of the following Members of the Committee can be contacted if you have any queries or comments about the Hall.

Chairman: Mrs Isabel Howell, Weavers Cottage, Hazzards Hill, Mere
Tel: 01747 860297 ishowell@btinternet.com

Bookings and Administration: Mr Ian Treece, Parish Office, The Grove Building, Church Street, Mere,
Warminster BA12 6DS Tel: 0775 4524802 administrator@stmichaelsmere.org.uk

This document and others, is available from either of the persons above or you can download directly from our web site at: www.grovebuildingmere.com



I have read and understand the Conditions of Hire and undertake to comply with them.

Signed:

Date:

For organisation where appropriate.

*All Hirers should sign and submit one of these Conditions of Hire to the Bookings Secretary.
Regular Hirer – 1 copy each year, Casual hirer 1 for each event when paying their booking fee.*