

Ashdon Village Hall, Crown Hill, Ashdon, Saffron Walden, Essex
CB10 2HA

Location - on the junction of Radwinter Road and Crown Hill, the entrance is on the Radwinter Road,

Contact number: 07812583125 Booking Secretary.

Welcome and thank you for hiring our Hall

1. If you hire the Village Hall, **YOU** are responsible for supervising the venue and for the behaviour of **ALL** persons attending, this includes the car parking arrangements. The Village Hall Management Committee will not accept liability for injury to the Hirer, persons attending the Hirer's events or any third party, nor any loss or damage to the property, clothing or vehicles of such persons.
2. **Insurance** - for anyone using the premises to store their own possessions, then the hirer/user need to insure them as they own them. For the clubs and organisations using the premises they should consider having their own insurance for their own activities. E.g. If you are a bowls club hiring the premises, you should consider having insurance to cover the group members and visitors for the activity of bowls. Groups hiring the village hall for an event such as a wedding, or a party, should also consider obtaining an events insurance policy to cover their guests while visiting the property for the party.
3. The **capacity** for the Hall is 100 persons.
4. The Hall is a non-smoking/non-vaping venue, **you cannot use ANY naked flames on the premises or surrounding carpark, this includes BBQs.**
5. **You** cannot use the Hall for unlawful purposes. It is up to you to obtain any necessary licenses for performance or selling alcohol. The Hall **DOES NOT** have a license for the sale of alcohol.
6. Putting right **ANY DAMAGE** to the hall, it's contents or to the carpark will be **charged to YOU** as the hirer.
7. **AT THE END OF THE HIRING**, you are responsible for leaving the Hall, the car parking and the surrounds in a clean and tidy condition, putting the contents back in their place and the venue locked as instructed. **Heating and lights** - please put heating controls back to the temp showing when you arrived and turn off the lights. **Rubbish** - please place in appropriate bin.
8. In the event of the Hall being rendered unfit for use, the Management Committee will not be liable for any loss or damage whatsoever, however we will try and help you to find an alternative venue.
9. If you wish to cancel your booking, we ask you to do so at least 48 hours prior to your booking, otherwise you may be charged the hire fee.
10. You must be 21 years to hire the Hall.

11. Tables and chairs

There are sufficient tables and adult chairs. In addition there are 16 children's chairs and tables.

12. Car parking

There is car parking at the end of the Village Hall and an overflow carpark at the back of the Baptist carpark, further up the Radwinter Road. Two spaces in front of the offices should be left clear between the hours of 8am and 6pm and two spaces should be left vacant in the carpark in these office hours. There is one disabled car parking space in front of the main door.

13. Accidents and Emergencies, including defibrillator and bleed kit

Do not place anything against the fire doors, keep these unlocked and please see our **Evacuation Plan**, which is to be used in the event of an emergency and make yourself familiar with the evacuation points (see notice board in lobby). Emergency numbers/hospitals are also on the board in the lobby and there is a defibrillator machine located under the river-side porch outside and this can be accessed via the fire door opposite the disabled toilet. There is also a **bleed kit** there.

There is a **First Aid Kit** in the Kitchen. There is an **accident book** attached to the notice board in the lobby, please report any concerns or accidents in this.

14. In the event of fire

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Bookings Secretary (see above). Emergency service contact details are on the notice board in the entrance. If it is necessary to **evacuate** the building, everyone in the hall should assemble in the Baptist Church carpark, at the assembly point, this is further up the Radwinter Road. Please check that no one is left in the Hall.

15. Electrical appliance safety

The Hirer shall not bring onto the premises any electrical appliance without prior permission and must ensure that any electrical appliances brought by you to the premises and used there are less than 12 months old [with a receipt] or covered by a current PAT certificate, in good working order, and used in a safe manner.

16. Bouncy Castles

If you intend to use Inflatables or a Bouncy Castle, it is important that you notify us before booking the Hall. The provider of the Bouncy Castle will need appropriate insurance. Please note that **NO** Inflatables or Bouncy Castles are allowed in the carpark.

17. Food, health, and hygiene.

The Hirer shall note that if preparing, serving, or selling food, the Hirer shall observe all relevant food health hygiene legislation and regulations.

18. Please note we do not provide **sharp knives** in the kitchen. If you need to cut bread/cakes, you should bring your own and it is your responsibility to keep that knife safely stored during the duration of the hire and to take the knife home with you when you vacate the hall.

The Hall also does not provide **t-towels**, so please bring your own if you intend to wash up crockery.

We advise that **children and young people** are not given access to the kitchen during the duration of the hire.

19. Noise

The Hall has close neighbours, and we would ask that you leave the Hall by 11.30 pm in a quiet manner.

20. Safeguarding Statement

In accordance with the Safeguarding Vulnerable Groups Act 2006 and Working Together to Safeguard Children Statutory Guidance 2023, the hirer must ensure that any activities for children, young people or other vulnerable groups are only provided by fit and proper persons. **Outside entertainers** should be asked for proof of safeguarding training and produce an up to date DBS certificate or similar.

21. Stored equipment.

We accept no responsibility for any stored equipment or other property brought on to or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property (other than agreed stored equipment) must be removed at the end of each hiring or we will charge a daily fee, at the hire fee rate, until the same is removed.

22. Posters and decorations must not be attached directly to any of the walls as they damage the plaster.

23. Operating Instructions for kitchen appliances are located in the kitchen cupboard.

24. You must report any **breakages or malfunctioning equipment** in the book attached to the notice board in the main lobby.

The entrance code is available from the booking secretary (see above)

**THANK YOU FOR HELPING US KEEP OUR VILLAGE HALL AN ATTRACTIVE
ASSET TO SHARE**