

Lazonby Village Hall



Lazonby Penrith Cumbria
CA10 1AQ

Registered charity number 520333

Bookings and queries: www.lazonbyvillagehall.co.uk

OR Tel. 01768 898252: leave a message and we'll get back to you

HIRER'S GUIDE

Dear Hall Hirer,

Thank you for your interest in booking your event at Lazonby Village Hall. Please follow the steps below to secure your booking and to ensure your time using the hall is successful and runs as smoothly as possible. We will endeavour to meet your requirements.

1. **HIRER'S GUIDE:** Please read this guide which provides you with important information about using the hall and also outlines your responsibilities as a hirer.
2. **BOOKING FORM:** Booking forms are available to download from our website www.lazonbyvillagehall.co.uk, or can be collected from the Village Hall main entrance porch. Please sign and return to the address above, or make an arrangement with the bookings secretary by leaving a message on 01768 898252. Refer to the booking form for Hire Charges. Signing the booking form confirms that you have read this guide and agree to comply with the conditions therein.
3. **PAYMENT:**
 - For occasional and "one-off" events to be held within six weeks of booking:
FULL payment is required with the return of the booking form.
 - For events booked more than six weeks in advance:
A deposit of 50% is required with the return of the booking form - the balance is payable six weeks prior to event.
 - Regular bookings:
These will be invoiced monthly by the treasurer - payment is required within 28 days. See conditions of booking and booking form for further details.
4. **ACCESS:**

Please ensure this is clarified with the bookings secretary.
For regular bookings, keys are issued and signed for.
For other bookings, arrangements for access/locking up will be made. Should you find yourself locked out, please contact any committee member - contact details are displayed in the glass box in the main porch.

Conditions of Hire

Booking and Cancellations

1. The facilities at the Hall may be hired by individuals or by organisations. Acceptance of any booking is at the discretion of the Hall Committee.
2. Users must give 48 hours notice to cancel a session, by leaving a message with the booking secretary on 01768 898252. If sessions are cancelled with less than 48 hours notice you will be charged for the session. In the event of a cancellation the Hirer is responsible for the payment of any expenses incurred by the Hall Committee in preparation for the session/event/function e.g. bar supplies.
3. Regular users may block book up to a year in advance, but dates must be detailed on a booking form. It should not be assumed that bookings will continue without proper confirmation. Regular hirers will usually be given precedence. Where conflicting demands for the hall occur, the committee reserves the right to allocate precedence, acting in the best interests of the hall and the community it serves.
4. The Committee reserves the right to occasionally request regular hirers to be flexible in their booking i.e. to accommodate annual Pantomime rehearsals and performances and to accommodate “one-off” substantial bookings, e.g. a wedding. These arrangements will be negotiated with the affected user on an individual basis, taking into consideration inconvenience for the regular user balanced with the committee fulfilling its duty to act in the best interests of the hall.
5. The Village Hall is a charity and therefore the committee is constitutionally unable to offer reductions or favours for other causes, however worthy.

Number limits

6. When the Hall is being used for a public entertainment, the number of people using the Hall is restricted for safety reasons under the Hall’s Public Entertainment Licence. Where seating is in rows or around the walls of the Main Hall the maximum number of people permitted is 200 including children. When tables and chairs are used the maximum number is reduced to 158.

Time for setting up and clearing away

7. No charge is made for reasonable setting up and clearing away up to two hours (subject to other bookings) and timings should be confirmed at the time of booking to enable access/locking arrangements. If more time is required, this may be charged for. In certain circumstances, clearing up time can be arranged for the following day, but this must be arranged at the time of booking. In normal circumstances clearing up must take place promptly after the event. If your booking is a one-off and ends late at night, it may be possible to arrange a clearing-up service for an extra charge. Please ask if you require this.
8. Heating is provided only for the time of the actual booking, not setting/clearing up time.

Alcohol

9. Providing a bar for bookings requiring alcohol is an important part of revenue for the Hall and to a great extent ensures its financial viability. No extra charge is made for the bar; it is run by the committee and other volunteers and it will be made available to hirers, except in exceptional circumstances when it may not be possible to staff this facility. Drinks are competitively priced.
10. The Hall has its own licence to sell alcohol. It is illegal for any hirer to sell alcohol on the premises. Hirers are not allowed to “hire” the bar and run it themselves. All profit from the bar is reinvested in hall funds.
11. Alcohol must not be brought onto the premises when a bar has been booked.
12. Where a bar is required, the premises will operate a Challenge 21 policy where anyone who looks under 21 will be asked to prove their age (e.g. Photocard, Driving Licence, Passport and Proof of age cards bearing the PASS hologram). No-one under 18 will be sold alcohol under any circumstances.

House-keeping

13. The Hirer is liable for any damage or breakages occurring during the period of hire.
14. The Hall is cleaned regularly, but users are requested to clean up any obvious mess made during their booking. Cleaning materials are provided. Please refer to the notices in the kitchen.
15. **Rooms must be left clean and tidy as detailed on the Exit List enclosed in this guide.** Further copies are displayed in the Hall. If your use of the hall entails use of pins or needles, please be very careful to ensure these are not left lying around as the next group in may include young children.
16. Hirers are expected to provide their own tea-towels for their booking; however, where this is not possible (or if you simply forget), tea-towels are provided in the drawer to the right of the right-hand sink in the kitchen. A linen basket is provided for used tea-towels.

17. Table linen for formal events is not provided, and is the responsibility of the hirer/caterer. However, there are some “everyday” table cloths - please enquire if you wish to use these.
18. Use of the kitchen and kitchen equipment is included in the booking fee. There may be occasions when two hirers may need to share the kitchen facilities, e.g. if the Jubilee Room and Main Hall are booked by two separate hirers at the same time. Regular hirers may request cupboard space in the kitchen for storage of own tea/coffee etc.
19. Folding chairs are provided for the Main Hall and are stored on trolleys. The hirer is responsible for setting out and **PUTTING AWAY** the chairs, **SECURING THEM CAREFULLY WITH THE STRAPS ONTO THE TROLLEYS**. Please follow the instructions on the notice next to where the chairs are kept (back left corner of the hall as you look at the stage.) Folding tables are also available and should be requested at time of booking. It is the hirer’s responsibility to set out and **PUT AWAY** the tables safely after use. The bookings secretary will advise you on this. Please notify the secretary if you require assistance.
20. Chairs in the Jubilee Room should **NOT** be stacked, (it wears the fabric and they are difficult to un-stack), but should be placed around the outside of the room and around the tables in the centre, boardroom style. Please see the EXIT list for further details.

Heating

21. Heating is included in the booking fee. Whilst we do want the Hall to be comfortable and warm, users are asked to be mindful of the considerable heating costs. Thermostats are located on both sides of the door connecting the Jubilee Room and Main Hall.
22. Thermostats are set at 18°C in both the Jubilee Room and Main Hall and may be turned up by the hirer a few degrees if necessary in cold weather. Equally, they may be turned down, but it is **very important that they are returned to 18°C at the end of the booking for the comfort of the next hirer**. PLEASE do not adjust the radiators during your booking, then leave them. We have had instances of hirers coming to use the hall and finding it cold, due to the previous user switching off the radiators.

Lighting

23. Sensor-activated lighting is provided at the two main doors. The outside lights can also be switched on for the duration of your booking. The switches for the main hall are located up the steps to the right of the stage and to the left as you go through the double doors. If required, please request stage lighting at time of booking and you will be shown how to use it. Remember to switch off ALL lighting as you leave.

Disco equipment

24. Disco equipment may be hired at £5 per hour. Please request at time of booking.

Insurance

25. Hirers who use the hall to run a business and make a profit, must provide evidence of a valid certificate of third party insurance. All regular user groups are advised to have their own insurance policy. The hall has its own public liability insurance; however, some large one-off events may require additional cover, please discuss this at the time of booking.

Disabled access

26. There is ramped disabled access to the Jubilee Room and flat access to the Main Hall. There are disabled toilet facilities and baby-changing facilities.

Parking

27. The Village Hall does not have its own car park, but there is ample parking along Scaur Lane which runs adjacent to the Hall. There is also some on-street parking on the main street to the front of the hall. Please observe the double line non-parking areas. The double fire doors to the back of the stage can be used for loading and unloading, but vehicles should then be moved due to the double yellow line parking restriction.

Wi-fi internet access and Meeting Room facilities.

28. The hall offers a wireless internet broadband link. This is available to users at a charge of £2 per hour. Please indicate on the booking form and you will be advised of the password. A 3-panelled display board and projector screen are also available. Please ask if you require use of these.

Advertising

29. Events can be advertised for free on the Hall’s main notice board, which is under cover on the corner of Scaur Lane. Posters should be no larger than A1. Priority is given to the Hall’s own events. Hall users are welcome to advertise their group/event on the red notice board in the main entrance porch.

Health and Safety

It is the intention of Lazonby Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to act responsibly to do everything they can to prevent injury to themselves or others:

Exits:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.

Working at height:

- Do not work on steps, ladders or at height until they are properly secured and another person is present.

Toppling hazards:

- Take SPECIAL CARE to secure the chairs on their trolleys in the main hall. Ensure the straps are tightly secured both vertically and horizontally. DO NOT leave them unsecured - the next hiring may involve small children and there is a significant risk of the chairs falling onto them.
- All equipment should be stored safely.
- Ensure ladders are stored behind the stage, locked into their holders to prevent them falling. Please ask if you need the keys.
- The panel at the front of the stage should be laid flat after removal and if small children are present, the opening to the storage area should be supervised. Ideally, the barriers should be used, but only if the use of these does not pose a manual handling risk.
- Always ensure the panel on the front of the stage is locked securely and the key returned to its storage place, hung on a peg on the wall to the right of the sinks in the kitchen.

Children:

- Use the safety gates provided when small children are present in the hall to prevent trapped fingers, access to the kitchen, and to prevent children running out onto the road through push-open fire doors.
- Children in the kitchen: Children under 5 are not permitted, children under 16 only if supervised by a responsible adult age 18 or over, a maximum of 3 children at any one time.
N.B. If your use of the hall involves small children, PRIOR TO YOUR USE, it is advisable to check the stacks of chairs have in fact been left secure by the previous user.

Manual handling:

- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided, or seek assistance.
- Do not attempt to carry or tip a water boiler when it contains hot water.
- Wear suitable protective clothing when handling cleaning or other toxic materials.

Noise:

- In order to ensure compliance with the terms of the Hall's Premises Licence and to prevent disturbance to residents living close to the Hall, all bookings involving music are accepted on condition that such music is played at a reasonable volume. Monitoring of music volume may be undertaken and the Hirer will be required to comply with any request by a member of the Hall Committee to reduce excessive volume levels. Hirers are required to advise performers of this condition.
- All users should be mindful of our neighbours and excessive noise outside the building should be avoided.

Electricity:

- It is the responsibility of the Hirer to know how to isolate the electricity supply in case of an emergency. The isolator is located up the steps next to the stage, turn left behind the stage, in a wooden box recessed on the right opposite the stairs that lead down under the stage.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- All electrical equipment brought in by the Hirer or any 3rd party must be in good condition and be used appropriately. The Hall does not accept any liability for any equipment brought in by Hirers or 3rd party service provider.
- Electrical equipment supplied by the hall is regularly tested for safety (PAT). A certificate is kept in the Health and Safety File.
- No extensions or alterations to the electrical system or the internal structure of the building or the stage will be allowed without the written permission of the Hall Committee and, in the event that permission is granted, work can only be carried out by suitably qualified personnel holding their own public liability insurance.

Injury, loss or damage:

- Responsibility for any injury, loss or damage suffered by the Hirer or any persons attending the event in the hired room if such injury, loss or damage is caused by the Hirer or any persons themselves, or by any equipment or property brought into the building by the Hirer or any 3rd party services such as Bands, Musicians, Disco, Karaoke, Children's Entertainers, Catering etc or persons attending the event in the hired room, cannot be accepted by the Hall Committee. The Hirer must ensure that any 3rd party services brought into the premises have adequate public liability insurance to cover their own equipment and the personnel involved with the service. Again if you are not sure about this either contact or get the 3rd party service provider to contact the Committee prior to the event.
- **Regular hirers should have their own third party insurance. This is essential for hirers who use the hall to make a profit.** If in doubt, please contact Carol Cutting 01768 870881.

Alterations to the hall:

- Any temporary extensions, constructions or alterations made by the Hirer, that the Hall Committee has permitted, must be covered by the Hirer's own public liability insurance and be inspected and approved by the Health and Safety Officer. Any cost relating to such temporary extensions, constructions, alterations, reinstatement or repair will be borne by the Hirer.
- It is the responsibility of the Hirer to ensure that any equipment provided by themselves or stored in the hall is regularly inspected and that the appropriate certificate is obtained. In particular the Hirer is responsible for the safe use of any ladders or step ladders.

Accidents:

- Report any evidence of damage or faults to equipment of the building's facilities to Carol Cutting tel. 01768 870881 or email (address below).
- Record every accident in the accident book (kept in a labelled kitchen cupboard) and report to Carol Cutting email carol.cutting@btinternet.com (This is so the committee is aware of any action that may need to be taken to prevent a similar accident.)
- A First Aid Kit is kept with the accident book in the kitchen.

General:

- Be aware and seek to avoid the following risks:
 - creating slipping hazards on stairs, polished or wet floors - mop spills immediately
 - Creating tripping hazards
 - Using inadequate lighting
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment

The full Health and Safety Policy is kept on the window sill in the Jubilee Room.

Lazonby Village Hall

Exit Check List

To comply with the requirements of our insurance policy and to ensure the hall operates as efficiently and economically as possible, please check this list at the end of your session.

General

- Turn out all lights (don't forget the toilets, and behind and under the stage)
- Ensure all electrical appliances are turned off at the wall, including the water heaters in the kitchen, and extractor fans in the kitchen and main hall.
- Ensure the kettle and boiler are emptied.
- Leave the kitchen clean.
- Close ALL internal doors — do not leave propped open — this invalidates our fire insurance policy.
- Secure all windows and outside doors.
- Store correctly any equipment you have used.
- Return the heating thermostats to 18°C if you have raised them a little during use (situated either side of the door connecting the Jubilee Room and Main Hall).
- Ensure no taps are left on.
- Place any litter in the bin.

Jubilee Room

- In the Jubilee Room, replace the tables boardroom style in the centre of the room with chairs tucked under and remaining chairs and tables placed around the outside of the room. Please DO NOT stack the chairs as it wears the fabric.
- Vacuum the carpet if necessary.

Main hall

- Ensure the chairs are stacked and secured safely. The chairs should be oriented the same way on top of each other and the two straps for each trolley pulled TIGHT both ways around the stack and the trolley.
- Sweep the floor if necessary (large red duster brush stored up the stairs to the right of the stage).
- Tables should be returned below stage via the stage hatch (key kept on peg next to the sink in the kitchen) and secured on to storage trolleys.
- If the stage hatch has been used for access to below the stage, ensure it has been replaced and locked securely.

N.B. Failure to comply with these requirements may result in a charge being levied for inconvenience caused to other users; and for persistent failure, may result in future bookings being cancelled with no refund.

Thank you for your cooperation.
LVH Management Committee

Fire Safety

If fire is detected by sight or smell, raise the alarm by smashing the glass on the fire alarm boxes situated on the walls throughout the hall. This will alert everyone who is in the building.

If the fire alarm goes off, evacuation of the Hall should begin to the assembly point in front Croglin Toys (turn right out of the village hall and down the main street about 20 metres on the right hand side).

Fire exits are clearly marked to both sides of the stage, through the Jubilee Room and out of the main Hall doors. For bookings involving large numbers of people in the main hall, the Jubilee Room fire exit must be unlocked. Ensure you have been provided with the key for this door, even if your booking is not for the Jubilee Room. Close any doors behind you as you leave the building. Do not stop to collect personal belongings.

Should a fire occur whilst you are in the storage area under the stage, the fire exit is straight up the stairs and out of the doors behind the stage. DO NOT enter the boiler room.

Dial 999 to summon the Fire Service. There is no public telephone in the Village Hall. Hirers should ensure they have a working mobile phone, or alternatively, there is a public call box situated in front of Croglin Toys. The Village Hall postcode is CA10 1AQ.

In the event of a false alarm, the alarm may be stopped/reset following the instructions displayed next to the control box, which is situated in the kitchen behind the door into the main hall. Please notify the committee if this occurs.

Power supplies throughout the hall may be disconnected at the Isolator switches box, which is situated up the stairs to the right of the stage, then turn immediately left.

