

## 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 £10.00 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 every three months (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, the main emergency doors must be unlocked and escape routes must be kept clear.**
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 when the hall is vacated to ensure all lights are turned off and the door key returned to the key pad.
8. The cost of heating and electricity is included in the hire charge.
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 tables should be replaced in their trolleys and secured, chairs should be stacked, no more than five high, on the floor at the end of the hall and the floor should be swept.** The water mains tap is in the Ladies Toilet. Brushes, floor mops and spare toilet rolls are in the cleaning cupboard in the main corridor. **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.