
Hawstead Village Hall

Terms and Conditions of Hire

Registered Charity No 1060871

The management of Hawstead Village Hall is vested in the Hawstead Community Council (HCC) whose powers and composition are defined in the Constitution, a copy of which is available from the HCC Secretary.

1. General

- a. The Village Hall is a **NON-SMOKING venue**. Hirers are reminded that the premises are fitted with a very sensitive **fire and smoke alarm system**. Please use the **cigarette bins** located outside the building for used stubs. Stubs thrown on the floor will incur additional cleaning charges.
- b. The **Meeting Room: is a quiet sitting room** and it is not to be used for food preparation, or as a bar or drinks area. With permission, a buffet may be set up there.
- c. Please be aware that the whole of **the village green is a public area and access for the public must not be restricted**. However, **two gazebos may be erected not more than 4mx2m** on the mown area in front of the hall, but they must be secured with stakes and safety lines. **Outside chairs and parasols are also permitted. Inflatables, including bouncy castles, are NOT permitted**. Nothing should extend beyond the limit of the mown area.
- d. The hall is generally **unmanned** and run by a team of **volunteers**. As such, access is by arrangement only.

2. Acceptance of Terms and Conditions

Use of the Village Hall is subject to the following Terms and Conditions. The Hirer must agree to abide by the Terms and Conditions of Hire and sign the Hire Agreement (covering a period of up to 12 months) before using any of the Village Hall Facilities.

3. Bookings and Hiring

- a. The Village Hall may be hired by anyone **21 years old or over**.
- b. When the Hirer is not known to the Bookings Clerk, the Hirer will be asked to produce **personal identification and proof of address**.
- c. Bookings will only be accepted on a **completed Hire Agreement Form** submitted to the Bookings Clerk or other nominated member of the HCC.
- d. The Bookings Clerk has the **right to refuse a booking** of the Village Hall provided the action is reported to the HCC. The HCC may refuse use of the Village Hall facilities if they consider that the hiring would lead to a breach of the Terms and Conditions of the hire or if, for whatever reason, the premises are considered unfit for the intended use.
- e. The **Hirer will agree to enforce the Hawstead Village Hall Terms and Conditions of Hire** for the period of the hire. Any incident arising from the result of failing to comply with the Terms and Conditions of Hire will be the sole responsibility of the Hirer.
- f. The **Hirer shall not sublet the Village Hall** or any part thereof.

g. The Hire of the Village Hall does **not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall has been hired**, unless prior arrangements have been made with the Bookings Clerk/caretaker.

4. Maximum Capacity

We restrict the number of persons occupying the property to:

- Main Hall – 100 persons
- Main Hall seated at table – 80 persons
- Meeting Room – 15 persons
- Main hall theatre style 60 persons, conference style 80, depending on the use.

5. Opening Hours

- a. The Village Hall will normally be available for hire **between 8am and 12 midnight** throughout the year.
- b. When booking an event that extends **overnight**, the Hirer pays for all hours until midnight and then from 8am the following day. For example, an event starting at 5pm on a Friday and continuing until 12 midday on the following Sunday would represent 27 hours of hall hire.
- c. A **hire period must include time required to set up and tidy away afterwards**. Bookings start from the moment we are no longer able to hire the hall to others until the time you leave, having completed the hirer's checklist.
- d. **Vehicles** may be left overnight in the village hall car park, at the owner's risk, with permission of HCC only. Permission will be refused if we have an early booking the following day.

6. Equipment included in the hire

Hirers should check our kitchen carefully before arriving to run the event to ensure it has everything needed.

- a. Our kitchen **does not have sharp cutting knives** of any sort, including cake cutting knives.
- b. We **do not have a freezer**. Hirers normally use cool boxes filled with ice.
- c. We **do not have saucepans** or other cooking equipment.
- d. We do have at least 80 of the following **glassware**: water (half pint) glasses, pint glasses, wine glasses, champagne flutes.
- e. We do have at least 80 of the following **cutlery**: large table knife/fork, small table knife/fork, dessert spoon, teaspoon.
- f. We do have at least 80 of the following **plain white Genware crockery**: dinner plate, side plate, dessert plate, dessert bowl (also used as soup bowl), tea cup/saucer.
- g. We also have available a number of plain white Genware individual tea pots, small table vases, jugs of various size and condiment pots.
- h. The hall also has available a number of cafetieres, glass salt/pepper pots, catering teapots, two airpots and stands and some stainless steel platters.
- i. We **do not provide serviettes**. Hirers should bring their own.
- j. We do have a small supply of clingfilm, food bags, kitchen roll, tin foil and rubbish bags. Hirers should aim to bring their own, but use ours if they run out/forget.

7. Setting up for your event

- a. **Residents** are required to set up their own tables and chairs and tidy away afterwards.
- b. **So long as no decoration is required** using ladders, **we will set up the hall in advance as specified by non-residents and businesses**. We will supply a table layout document during the booking process with layout ideas. We will not come back after the hire period has begun or

when hirers have finished decorating to lay out tables and chairs... that becomes the responsibility of the hirer once the hire period has started.

- c. We will **meet the hirer at the start time** and ensure the hirer has everything requested. The hirer will be given a **key** which will unlock the main front door and all patio doors. An **alarm fob** on the key will enable the hirer to alarm the building on exit.
- d. We are **not responsible in any way for helping the hirer to decorate the hall**.
- e. We are **not responsible for meeting or liaising with the hirer's service suppliers** at any time. We are happy to liaise by email with them in advance of the event.
- f. The hall is generally **unmanned** and run by a team of **volunteers**. Hirers should bear in mind that during hire periods, any request for help disturbs a volunteer's time. Hirers should ensure they have everything they require before the volunteer leaves.

8. Clearing up after your event

Please refer to the hirer's checklists for full details.

- a. **Non-resident and commercial events generally include in the price our cleaners cleaning the hall and washing up afterwards.** HOWEVER, hirers must complete the end of hire checklist which is displayed on the noticeboard and will have been sent out during the booking process. Failure to comply may result in us withholding part of the bond due to additional cleaning costs.
- b. **All hirers should clean up after spills immediately**, rather than leave them to damage the facility.
- c. When leaving **washing up** for our cleaners to do, please stack scraped plates and emptied glasses along the right-hand side of the kitchen. Leave cutlery soaking in water in a bowl in the sink. Remove all rubbish.
- d. Hirers should **bring into the hall any outside chairs/tables** used before leaving. They **should not be left out overnight** during weekend bookings.
- e. **We will put away all tables and chairs for non-resident and commercial bookings**, but tables should be clear of crockery/cutlery/glassware.
- f. **Hirers must remove everything they bring along before the end of their hire period.** This includes all equipment from any service provider.
- g. **Resident events are charged additionally for cleaning**, currently at £18 per man hour. **Residents will be required to set up their tables and chairs and tidy away afterwards.**
- h. **On departure, all hirers should take care to lock and alarm the building**, posting the key back through the hall's **letterbox**.

9. Complaints

We hope the event runs smoothly. However, if the hirer is unhappy about anything to do with the venue, the hirer should talk to us as soon as possible... we might be unaware of the problem or be able to fix it.

- a. **Equipment damage/failure** – Any damage **or failure of equipment must be reported** to the caretaker immediately so that we can try to rectify it. If we are not told, we cannot act.
- b. **Cleaning** – We employ an external cleaning company to clean after events and weekly. If the hirer notices any failure in cleaning standards, we want to know immediately so that we can try to rectify it. The nature of a village hall means that we do not have full control at all times over how villagers tidy up after themselves. However, regular checks by our cleaners, our caretaker, our housekeeper and other concerned villagers keep problems to a minimum.

10. Hire Charges and payment policy

- a. A **deposit of 50% of the Hire Charge** must be paid on the initial booking of the hall facilities and will act as confirmation of the booking.
- b. A **Bond** may be required against **damage or loss incurred to the premises and/or contents** by the Hirer or Persons associated with the event. In addition, **if we cannot close the hall at the agreed end time of hire, the hirer will be charged at double the hire rate for the additional time period and this payment will be taken from the Bond we hold**. Hawstead Community Council (HCC) reserves the right to increase or decrease the bond at its discretion. A bond of up to £200 will apply for Private Parties, Dances and Commercial use.
- c. **Bond repayments are usually assessed in the first week of the month following the hire event**, once we have received a report and invoice from our cleaning company. Bond refunds are made by BACS.
- d. The **Bond** will normally be **repaid in full within 1 month** after the event *unless* the **building or contents has been damaged or additional cleaning** (including reinstating the surrounding village green) beyond what is reasonable for a similar event is deemed necessary. For non-residents, we allow the following number of hours for cleaning up after an event. Children's birthday parties 2 hours; weddings and large private parties 6 hours; christenings, wakes, small family gatherings 2 hours; business meetings 1 hour. If the event takes longer to clean up than these defined times, part of the bond will be withheld. The Hirer can help minimise cleaning time – and hence the likely impact on the Bond – by adhering to the End of Hire Checklist. Residents are charged a lower hire rate with cleaning costs on top which are withheld from a refundable bond.
- e. Deductions will also be made for **unreasonable or abusive behaviour** to our staff and for **unauthorised extension of the hire period** beyond that agreed. This extends to the hirer's guests, as well as equipment and staff associated with companies the hirer employs for the event, e.g. caterers and discos. **Extra charges may be levied** if, in the opinion of HCC, cleaning, damage or losses exceed the value of the Bond held. Any refund of the Bond will be delayed until the full extent of costs have been assessed.
- f. **The balance of the total and required bond must be paid in full at least 4 weeks before the event. If the full payment is not received before this time the Village Hall may be let to another hirer.**
- g. Cheques will be cashed to account upon receipt.
- h. **Cancellation** – The deposit is refundable in full up to 6 months before the event minus a £20 administrative fee; cancellation between 6 months and 1 month prior to the event will result in 25% of the deposit being withheld; bookings cancelled 4 weeks or less before the event will result in 50% of the deposit being withheld.
- i. The **Hirer shall be responsible for all damage** (including accidental damage) to the premises or to the fixtures, fittings or content and for the loss of the contents.

11. Supervision

- a. The **Hirer must not engage in any activity which prevents them from exercising general supervision**. When the premises or any part of them are used for public entertainment, there shall be a **minimum of two persons 18 years old or over on duty** where under 100 persons are attending the entertainment. When the majority of persons are less than 16 years old and/or many people with disabilities are expected to attend, the number of adult supervisors will be increased according to Local Council requirements. All persons on duty shall be instructed in their essential roles with respect to fire and other emergencies.
- b. The Hirer shall, during the period of hire, be responsible for:

- **supervision of the premises, the fabric and the contents;** their care and safety from damage
- **supervision of the behaviour of all persons** using the premises, whatever their capacity
- **supervision of car parking arrangements** to avoid obstruction of the highway.

12. Safety of Vulnerable People

- Hiring of the Hall for groups other than private parties involving children under 8 years of age or vulnerable adults will only be accepted if the organisation can give evidence of **affiliation to an appropriate governing body**.
- For private parties, a ratio of **one adult to five children** will be required.
- Any individual wishing to run classes or events for unaccompanied persons under the age of 16 years, other than a private party, must produce a **Criminal Records Bureau certificate** before their hire will be accepted.
- For all events involving children, the **whole hall must be hired**. For **safeguarding** reasons, we cannot hire out other rooms while such an event is running.

13. Health and Safety

The Village Hall's **Health and Safety Policy** must be read, understood and adhered to at all times. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Licensing Authority or otherwise, particularly in respect of any event which constitutes regulated entertainment at which alcohol is sold or provided or which is attended by children.

- Upon completion of the Hire Agreement, the Hirer will ensure that they have received instruction in the following matters:
 - The **action in the event of fire**, includes calling the Fire Brigade and evacuation of the Hall.
 - The location and use of the **fire and first aid equipment**.
 - **Escape routes** and the need to keep them clear.
 - Method and operation of **escape door fastenings**.
- In advance of entertainment or play, the Hirer shall check the following items:
 - That all **fire exits are unlocked** and **escape routes clear** of obstruction.
 - That **fire doors are not wedged open**.
 - That **exit signs are illuminated**.
 - That there are **no obvious fire hazards** on the premises.
- Outbreak of Fire** – the Fire Brigade shall be called, however slight the fire.
- Barbeques** – **permitted only under professional supervision**.
- Naked flames** – **no naked flames permitted inside or outside** the hall except for small birthday candles on cakes which must be supervised by the Hirer and extinguished promptly. Strictly **no sky lanterns** due to neighbouring thatched houses and crops.
- Electrical Equipment Safety** – The Hirer shall ensure that any electrical equipment brought by them to the premises and used is in good working order and is Portable Appliance Tested (PAT). They should also ensure the same applies to all electrical equipment brought in by caterers, entertainers, etc.
- Strictly **no inflatables, including bouncy castles**, on the village green or in the village hall.
- No one has permission to sleep in the village hall overnight. Camping is NOT permitted** in the car park or on the Village Green.
- Slips** – The Hirer should ensure that all **spillages** and **breakages** are cleared up immediately to avoid accidents and minimise damage to the hall building/contents. A broom and dustpan/brush

are kept in the small cloakroom by the front door. Bowls and cloths are kept in the kitchen cupboard under the sink.

- j. Up to two small **gazebos** (4mx2m) can be used outside, but they must be **secured with stakes and guy ropes**.
- k. **Falls** – We provide a stepladder to help with decorating the room. Do not use these without assistance. Chairs should not be used for this purpose.
- l. **Ladders** – We have one ladder available for use by hirers if prebooked. It is a light A-frame stepladder (kept in the storeroom) which can be used to access the low hooks/curtain rails for putting up decorations like balloons, fairy lights and bunting. We refer the hirer to the 'Safe use of ladders and stepladders' leaflet issued by the Health and Safety Executive.
- m. **External power sockets** – We have two covered standard electricity sockets under the veranda for use by hirers. They must be prebooked to ensure the power is switched on for them.
- n. **Electric hook up** – There is one electric hook up point outside the village hall for catering vans. The hirer's caterer should check the connection before attending the event to ensure the correct cable hook up. It must be prebooked to ensure the power is switched on.

14. Decorating the Hall and surrounds

Our village hall is a very special building and we work hard to keep it looking clean and tidy. Any damage to surfaces caused by hirers will be repaired and the Hirer invoiced or part of the Bond withheld.

- a. **The hirer is hiring the Village Hall, not the Village Green.** The hirer may use only the rectangular mown area outside the rear of the village hall as well as the wooden play area, but do not have exclusive use of the outside facilities.
- b. Hirers **must NOT use blue tac, Sellotape, nails or drawing pins** to secure any decorations on any surface in the village hall.
- c. **Only string or similar can be used** to secure items to walls, wooden cross beams and curtain poles.
- d. If the hirer wishes to string **bunting** across the hall, only the hooks already in the wood can be used – the hirer must NOT add any hooks or nails.
- e. The hirer should not overload **curtain poles** with decorations.
- f. Only **biodegradable, non-staining confetti** may be used. There may be additional cleaning charges associated with using confetti on the premises or village green.
- g. If **glitter sequins** are used outside there will be additional cleaning costs.
- h. If **straw bales** are used, they must remain outside. If left overnight, they must be stacked well away from the main building. Straw bales must be removed before the end of the agreed hire period. An additional charge will be levied to clear up the village green afterwards.
- i. **Indoor chairs must remain indoors...** do not use them outside. We have 25 chairs for outside use which must be pre-booked.
- j. We can offer one **ladder** to give the hirer access to the hooks (just above reach height) in the woodwork. It is the hirer's responsibility to ensure its safe use and to provide manpower to safely move it into position.
- k. It is the **hirer's responsibility to decorate the hall** – we do not provide help to do this.
- l. We can **set up chairs and tables in advance** if the hirer chooses a layout. HOWEVER, if the hirer is contemplating any sort of decoration of the walls or ceilings, then tables and chairs laid out ready for the event will be in the way. In such cases, we will stack the required chairs and tables at one end of the hall for the hirer to arrange once decorating has been finished.

- m. **We do not lay tables** with plates, cutlery and glassware. That is for the hirer or the hirer's caterer to do.
- n. **Linen can be hired** locally. Hopes Balloons & Tableware Hire or ACE Hire can hire table linen, round tables (if the hirer does not want to use our rectangular tables), chairs (if the hirer does not want to use our chairs), chair covers and bows, balloons, etc.
- o. We can provide **white banqueting roll**, scissors and tape at no charge for the hirer to apply to the tables. This must be prebooked.

15. Projector and screen

We have an Acer X1261P DLP projector available for use by commercial hirers ONLY. It has a standard VGA connection to a computer. It is the Hirer's responsibility to bring with them a cable to connect their computer device to the projector.

Our pull-down screen is available for use by all Hirers.

16. Public Liability Insurance

Appropriate Public Liability Insurance will be held by the HCC for the use of the facility. **Hirers are advised to consider the need for their own Public Liability or other insurance** to cover their activities.

17. Licences

The **Hall holds a PRS for Music Licence** which permits the use of copyright music in any form, i.e. record, compact disc, radio, television or by performers in person. If other licences are required in respect of any activity in the Hall, the Hirer must ensure that they hold the relevant licence or that the Hall holds it.

18. Sale of Alcohol

- a. The Village Hall is **NOT licensed for the sale or supply of alcohol**. No alcohol is permitted to be sold for consumption in any part of the premises without express permission of the HCC in writing. With written agreement from the HCC, the Hirer will be responsible for submitting the necessary Temporary Event Notice (TEN) to the Licensing Authority and the Police no later than 10 working days before the event. A copy of the TEN must be displayed on the premises during the event. The Police and Local Authority have rights of entry to the premises to assess the likely effect of the TEN on crime prevention.
- b. **If hiring in a bar, the bar should use its own glassware**. It is the hirer's responsibility to ensure none of our glassware is taken by the commercial bar.

19. Sale of Goods

The Hirer shall, if selling goods on the premises, **comply with the Sale of Goods Act 1979** (as amended).

20. Betting, Gambling and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

21. Storage

The permission of the Bookings Clerk or Caretaker must be obtained before goods or equipment can be stored on the premises overnight.

22. Car Parking

- a. **Parking is available in the car park for up to 35 cars.**
- b. **Additional overflow parking** is available if prebooked under the trees to the left when ground conditions permit. We will provide an Overflow Parking sign and cones.
- c. **Vehicles must not be parked on the highway** or at the entrance or exit from the Village Hall.
- d. There is a **paved disabled bay** for up to three vehicles.
- e. We would advise the hirer to **supervise parking** when a high attendance is expected. We would encourage the hirer to advise guests to arrive by coach/minibus/taxi whenever possible.
- f. **Vehicles must not be left overnight** in the car park without agreement from HCC. They must be removed promptly the following day to free up the car park for other events.

23. Loss of Property

- a. The HCC accepts **no responsibility for damage to, or the loss of, or the theft of Village Hall user's property or effects.**
- b. Any property left at the Village Hall or its surrounds will be kept for 3 months. If it is not reclaimed, it will be given to a local charity.

24. Animals

The Hirer shall ensure that **no animals (including birds) are brought into any part of the premises.** The only exceptions will be guide dogs or a special event agreed by the HCC. No animals whatsoever are to enter the kitchen at any time.

25. Nuisance

- a. Hirers and organisers of events in the Village Hall are responsible for ensuring that the **noise level** at their function is not such as to interfere with others within the premises or to cause inconvenience or annoyance to occupiers of nearby houses. **Live and recorded music is only allowed to be played outside during official village events.**
- b. People should **avoid all undue noise on arrival and departure**, especially late at night.
- c. The HCC reserves the right to **terminate with immediate effect and no refund** a booking where the Hiring has become **disorderly or where offensive material or behaviour is in evidence.**

26. Fireworks and Pyrotechnics

Due to the proximity of thatched cottages and farm animals, there is a **total ban on the use of fireworks or any form of pyrotechnics** in or around the Village Hall or on the Village Green.

27. Cancellation of Hire

If the Hirer wishes to cancel the booking before the date of the event, the following applies.

- a. The deposit is refundable in full up to 6 months before the event minus a £20 administrative fee.
- b. Cancellation between 6 months and 1 month prior to the event will result in 25% of the deposit being withheld.
- c. Bookings cancelled 4 weeks or less before the event will result in 50% of the deposit being withheld.
- d. **Notice of cancellation** must be supplied in writing or no refund will be given, except in exceptional circumstances at the discretion of the HCC.

HCC reserves the right to cancel any hiring by written notice to the Hirer in the event of:

- a. the premises being required as a **Polling Station**

- b. the HCC considers that such a hiring will lead to a **breach of the licensing conditions**, if applicable, or other legal or statutory requirements, or **unlawful** or **unsuitable activities** will take place as a result of the Hiring
- c. the premises become **unfit for the use intended** by the Hirer
- d. an **emergency** requiring use of the premises as a shelter for victims of disaster.

In any such case, the Hirer shall be entitled to a full refund of any money already paid, but the HCC shall not be liable to the Hirer for any resulting direct or indirect loss or damage whatsoever.

28. End of Hire checklist

CLUB USE

The Club will be responsible for:

- a. **Removing all food and drink from the building. Disposal of refuse into the wheelie bins** or, if the bins are full, **refuse to be removed from the site**. There is **bottle bank** in the car park.
- b. Ensuring **all internal doors are closed**, the **external doors and windows are closed and locked** at the end of the event and the building is left in a safe condition, with particular regard to FIRE.
- c. Ensuring all **electrical appliances and lights are turned off** and **plugs removed from sockets** (except the fridge).
- d. Please **leave the hall in a clean and tidy condition**. Check that all **toilets are flushed** and all **sink taps are turned off**. **Wipe all kitchen surfaces** with a wet cloth and detergent. **Sweep/hoover all floors** clean of crumbs, dust, etc.
- e. **Wipe all table surfaces** with a wet cloth and detergent and allow them to dry, before **restacking them face to face** in the store room. **Stack chairs carefully** in stacks of nine and leave them in the corners of the hall. **Do not drag chair stacks** by hand or the floor will be marked – use the chair stack trolley.
- f. The **intruder alarm system should be activated** when the Hall is vacated.
- g. **All used kitchen crockery, cutlery and glassware must be washed in hot water and detergent, dried and put away as found**.
- h. **Any mud or leaves walked into the hallway/hall by club members must be swept up and binned**.

NB The Club will be charged cleaning at the rate of £18 per hour should it leave the hall in a condition that requires a clean before the next hire. Cleaning can be included in your hire rate if required. Please ask for a quote.

PRIVATE PARTIES AND COMMERCIAL BOOKINGS

- a. For private parties and commercial bookings, a **caretaker will check and lock up** the hall at the end of the hire period or the hirer will be asked to drop their key back through the letterbox after locking and alarming the building.
- b. Any **keys** the Hirer has been given must be returned at the end of the Hire.
- c. The Hirer and anyone employed for the event must **vacate the premises within the agreed hire period** otherwise the Hirer will be **charged double** the hourly hire fee for the period beyond the hire limit.
- d. The Hirer must read the **End of Hire Checklist**, a copy of which is displayed on the noticeboard, to ensure they have complied with the requirements of their hall hire. **Not complying with the checklist risks part of the Hirer's bond being withheld**.

29. WiFi

Hawstead Village Hall has WiFi. The code and password can be found on the inside noticeboard.

30. Village Green

- a. Please note that the Village Green is **protected grassland** and a **public space**. It is managed by Hawstead Parish Council, NOT Hawstead Community Council.
- b. Hawstead Community Council has no control over the timing of the work done on the Village Green. Note that the village green is cut for hay at some point during the end May/June. Cutting is carried out on one day over a few hours, with the grass being turned for drying several times over subsequent days. Cutting and turning may cause additional dust, pollen and insects in the air. We have no control over the timing of this cutting and turning, it being wholly weather dependent and under the control of the Parish Council. However, we do ensure that the Parish Council is made aware well in advance of all bookings so that the local farmer can hopefully account for village hall bookings in his schedule.
- c. The hirer has a responsibility to ensure that **no crockery, cutlery, glassware or other sharp objects, nor any other debris, are left on the Village Green** following the event.
- d. Note there are a number of **byelaws** in force on the village green (<http://www.hawstead-parish-council.co.uk/parish-council/documents>) – please be observant of them. In particular, strictly no camping, no fires, restricted vehicle access, no overnight parking without consent, no drones or model aircraft, no metal detecting. Ball games must remain within the defined areas adjacent to the hall and not obstruct public access.

31. Play Area

The hirer is hiring the Village Hall, not the Play Area or outside space. The hirer may use only the rectangular mown area outside the rear of the village hall as well as the wooden play area, but does not have exclusive use of the outside facilities.

- a. Please adhere to the **age restrictions** in the play area.
- b. Children must be **supervised** by an adult at all times.
- c. **No dogs** in the play area at any time.
- d. Please **ensure that all crockery, cutlery, glassware or other sharp objects, and any other debris, are removed from the play area, football 'pitch' and outside space after the event.**

32. Emergency contact details

- a. On the **noticeboard** are contact details for several villagers. Please use them in an **emergency** only.
- b. When given on-call details for the event, please call in an emergency only. With this in mind, the hirer should ensure he/she has everything needed from us before allowing the on-call volunteer to leave.