

Little Melton Charitable Incorporated Organization (LMCIO)

Hire agreement for a single event

Hirer

Name			
Address			
Mobile		Landline	
Email			
Organization - if any			

Function

The time booked must include setting up and clearing up. You are expected to leave the hall as clean as you find it please!

Date		Time Start		End		Number of guests	
Activity							
Access arrangement	Someone will meet you at the hall at the start time shown above						

Facilities required

Main Hall	Y	Lounge		Committee Room	
Kitchen	Y	Soft Play (£20)		Approx number of cars (max 35)	
Stage				Sound System	

Fees

Hire fee - please credit to Barclays - Little Melton Parish Council Trust - Sort Code 20-62-53 - Account 80559377 (7 days before the event or earlier)	£
Damage deposit - please bring in cash on the day. It will be returned at the end of the booking, provided the hall is left clean and in good order	£50

Acceptance of Terms of Hire

Please sign this page and return it to us by Email - you can either edit the PDF or print it and take a pic or scan it

I wish to hire the facilities listed above and I agree to abide by the Terms listed in this document					
Print Name		Sign		Date	

Terms of Hire

Information

1. WiFi - SSID = Onecom_8831 Password = HR7U8945A38H9
2. Emergency Exits, each has a fire alarm activation point next to it
 - a. Main hall - two
 - b. Lounge
 - c. Main door
3. Fire extinguishers -
 - a. Lobby
 - b. Lounge
4. There is a unisex toilet for the disabled that is equipped with an alarm beacon and sounder to request help. The alarm can be cancelled at the box outside the toilet.
5. First aid kit is in the kitchen. There is an [AED](#) on the outside wall facing the Tennis Court.
6. There is CCTV both inside and outside the hall. This will only be viewed if there is an accident, damage to the hall or other such incident.
7. Cleaning equipment is in the cupboard in the kitchen corridor
 - a. Mops, brushes
 - b. vacuum cleaner - head has settings for carpet and hard floors
8. Liability - LMCIO shall not be liable for any injury (including injury resulting in death) or damage or loss of property which shall or may occur to, or be sustained by, any member of your organisation whilst on the premises (except injury or damage as may occur by reason of the neglect of LMCIO). You shall indemnify LMCIO against all action, proceedings, costs, damages and expenses in respect of injury to persons and damage to or loss of property which may arise from the activities of your organisation.
9. Property - LMCIO accepts no responsibility for any goods, equipment, property, etc. which is used on or left at the premises by the Hirer.
10. Electrical items - please inform LMCIO about any electrical items that you bring to the hall. Electrical items should be PAT tested.
11. The hall Public Entertainment licence is for 10:00 to 23:00 each day, other than Saturdays when it extends to 23:30. Your event must finish and guests have left the car park by these times at the latest.

Prohibited Activities

1. Smoking
2. Any form of fireworks, flammable liquids or other hazardous materials

Before the event, please -

1. Read the information at <https://www.little-melton.org.uk/parish-facilities/village-hall> - there is information about Bouncy Castles, the hall dimensions, emergency procedures, how the heaters work etc.
2. Check that any suppliers of food and equipment (especially Bouncy Castles) have their own insurance, accidents in connection with equipment supplied or hired by you will not be covered by our insurance. If you are charging admission then you should have your own insurance.
3. Make sure that guests understand that they must park in the car park and not on the road, they must not block emergency access. Please ask them to leave quietly from evening events.
4. Obtain a [licence](#) from South Norfolk Council if you plan to sell alcohol
5. Carry out a risk assessment, consider whether a qualified first aider is needed

During the event

1. Make guests aware of the location of the fire exits and the procedure to be followed in the event of a fire (see below). Appoint an adult to be in charge (Fire Officer) in the event of a fire and ensure that they have a working mobile. Tell guests who the Fire Officer is. Consider how you will assist any disabled guests and young children in the event of a fire.
2. Ensure that safe handling practices are followed when moving chairs, tables, the stage and any equipment
3. Appoint an adult person or persons to be responsible for -
 - a. Keeping a record of the numbers attending the event, so that they can be accounted for if the hall is evacuated
 - b. Be alert for use of the disabled toilet alarm
 - c. Cleaning up any spills that may present a slip hazard
 - d. Ensuring that the emergency exits are kept clear
 - e. Ensuring that no one smokes in the building - this will set off the fire alarm!
 - f. Keeping an eye on children, particularly on the stairs and balcony
 - g. Checking that noise volumes do not cause a nuisance to local residents
4. Please have regard for current food hygiene legislation if you serve any food or drink
5. Record any accidents (even if no one is hurt) in the Accident Book located in the Kitchen and make the Community Trust aware of the accident

After the event

1. Clean up any spilled food, drink etc
2. Wipe tables and return them to the store room
3. Wash any crockery, cutlery and utensils that belong to the hall
4. Return chairs to where they came from
5. Put any rubbish in the kitchen bins - if any more than one sack, please take it away!
6. Close all doors and windows, the emergency exit doors are locked by turning the knobs as per the diagrams on the doors
7. Turn off -
 - a. Heaters in the main hall, the others will be turned off automatically
 - b. Lights, check the toilets
 - c. Check all taps
8. Activate the alarm, lock the main door and return the key if this has been requested

Procedure in the event of a fire

1. Leave the hall by the nearest exit, sound the alarm by breaking the glass on the red box sited next to each exit. All guests should assemble in the car park in order to be counted - you should have a record of the number of guests
2. The alarm will sound in all parts of the hall, there is a beacon in the disabled toilet
3. Call 999 - preferably from a mobile phone (or from the landline in the Committee room). The hall is at -
Mill Road, Little Melton, NR9 3NX - the location on What Three Words is
[///explorer.disbelief.shameless](https://www.what3words.com/explore/Explorer.Disbelief.Shameless)