

Regulations for the use of the New Hall 28 March 2016

These regulations apply to all hirings of the New Hall and form part of the Hire Agreement concluded with the Hirer. NHMC reserves the right to add to, vary or remove any regulations as circumstances require. If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary should immediately be consulted

Accidents and Dangerous Occurrences

- All accidents involving injury to the public must be reported to the Hall Secretary and entered in the Premises' accident book. Any failure of equipment belonging to the New Hall or brought in by the Hirer must also be reported as soon as possible.
- Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Animals

- No animals other than guide dogs may be brought into the Premises, except for a special event agreed to by the New Hall.
- No animals whatsoever are to enter the kitchen at any time.

Boiler

- The boiler and its controls must not be interfered with. The hall temperature is monitored and controlled by the thermostat located in the main hall.

Cleanliness of the hall

- At the start of Hire period the Premises should be clean and ready in all respects for your use. Please inspect the Hall on arrival and report any shortcomings to the Hall Secretary as soon as possible and preferably before use commences.
- At the end of the Hire period please ensure that the premises are left fully fit for the next hiring.
- In particular all surfaces, floors, appliances, equipment and utensils should be thoroughly cleaned and, where appropriate, returned to their proper storage places.
- Any damage, breakages or defects should be reported to the Hall Secretary

Care of the Premises

- Tables, chairs, items of equipment etc must on no account be dragged across the floor. Please use the trolley for moving chairs.
- When not in use chairs should be stacked no more than 5 chairs high and should not be placed in front of the radiators or fire doors.
- Folding tables for 6 and bridge tables are stored in the Store room near the entrance to the ladies' lavatory.
- Shoes or boots which might damage the floor must not be worn.
- Please do not tape, stick, pin, or otherwise attach decorations, photographs etc to the walls, woodwork, ironwork or fittings.

Care of kitchen

- Please observe all relevant food health and hygiene regulations when preparing, serving or selling food,
- Dairy products, vegetables and meat on the Premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The Premises are provided with two refrigerators and a thermometer.
- Kitchen appliances must only be operated by competent persons over 16 years of age.
- The cookers, microwave, electric kettle and water boiler must be turned off at their wall switches.
- Fridges should on no account be switched off!
- Cooked or uncooked food must not be left on the work surfaces overnight.
- Kitchen equipment should be checked against the inventory and returned clean to its proper storage places.

Car Parking

- Available for up to 8 cars in the car park adjoining.

Cricket Ground

- The cricket ground adjoining the hall does not belong to the hall and access to and use of the ground is only allowed with the prior written consent of the cricket club.

Electrical appliances

- Please notify NHMC of all appliances which you intend to bring onto the Premises.
- All such appliances must be previously tested. NHMC may require that they be connected by a qualified electrician.
- Please ensure that the appliances are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- Where a residual circuit breaker is provided please must make use of it in the interests of public safety.

Heating appliances

- No unauthorised heating appliances may be used on the Premises when open to the public without NHMC's consent.
- Portable Liquefied Propane Gas (LPG) heating appliances must never be used.

Equipment

- You may use any ladders, steps and other equipment owned by the New Hall provided you notify NHMC in advance. Anyone using the equipment must understand the correct method of using the equipment and accept that they do so at their own sole risk. The piano in the hall does not belong to NHMC and must not used without the piano owner's consent.
- NHMC will accept no responsibility for the Health and Safety checking, condition or use of any property and equipment of third parties left or stored on the Premises.

Escape routes and signs

- All means of exit from the Premises should be kept free from obstruction and immediately available for instant free public exit;
- The emergency lighting supply illuminating all exit signs and routes must be turned all the time the Premises are occupied (if not operated by an automatic mains failure switching device); and
- Exit signs must not be obscured (for example by bunting) at any time during the Hire period.

Fire brigade

- The Fire Brigade must be called to any outbreak of fire, however slight, and details of the outbreak must be given to the Hall Secretary

Fire –Hirer's responsibilities

- The Hirer is responsible for ensuring that everyone using the Premises is aware of the steps to be taken in relation to fire namely:
 - Calling the Fire Brigade and evacuating the Premises;
 - Knowing where the fire equipment is located and how to use it;
 - Knowing where the escape routes are and the need to keep them clear;
 - Knowing how to operate the escape door fastenings; and
 - Understanding the importance of closing all fire doors in the case of fire

Noise

- Please ensure that users make the minimum noise on arrival and departure, particularly late at night and early in the morning.
- If using sound amplification equipment, please make use of any noise limitation device available.
- The Premises Licence forbids the playing of music after 23.30 hours on Saturdays and 22.30 on other days. Please adhere strictly to these time limits and keep the sound level of music within bounds during licensed hours.

Public events

- Please ensure that whenever the Premises are hired for a public event any member of the public who is legally entitled and wishes to do so may attend.

Removal of rubbish

- All rubbish including cans should be placed in the external bins and if these are insufficient should be removed from the Premises at end of the Hire period.
- No rubbish is to be left on or about the Premises save in the external bins.
- Bottles should be taken away for recycling.