

Emersons Green Village Hall
Rules for Hirers
General

All hirers must:

1. Report to a member of the Operational Staff on arrival for your period of hire;
2. Follow all instructions from the Operational Staff throughout your period of hire;
3. Keep fire exits clear of obstructions at all times;
4. Familiarise yourselves with our fire evacuation procedure;
5. Keep the volume of any noise, including music, at an acceptable level and in the green zone of the noise level monitor at all times. If the volume of noise during your period of hire can be heard outside your hired space, it is too loud;
6. Comply with English Law, your contract with us and any of our other rules and policies;
7. Ensure that you adhere to the information (for example, start and finish times) stated on your booking form or varied subsequently by written agreement with us;
8. Be present throughout your period of hire;
9. Ensure that no animals are brought onto our premises unless they are assistance (including guide) dogs;
10. Ensure that portable gas appliances are not brought onto our premises;
11. Ensure that you have all applicable licences, insurance policies and safety certificates for your event;
12. Ensure that only soft drinks are brought onto our premises;
13. Ensure that no alcohol is brought onto our premises for any reason, including to give away;
14. Ensure that any decorations are only displayed on wood or glass surfaces and avoid displaying anything on our walls;
15. Ensure that tape of any kind is not placed on our floors;
16. Ensure that glitter is not brought onto our premises;
17. Ensure that optional extras (such as, but not limited to, the stage in the Main Hall) are only used if they have been booked in addition to the hired space(s);
18. Wipe down tables and chairs and return them to their storage space, arranging them in the required configuration;
19. Return all tie backs to Reception after use;
20. Clean up any spillages occurring during the period of hire;
21. Sweep the floor(s) within the hired space(s);
22. Dispose of or remove your property, including any decorations, from EGVH at the end of the period of hire;
23. Place any rubbish in the outside bin at the rear of EGVH (our Operational Staff can supply bin bags upon request and will unlock the outside bin when you are ready to dispose of any rubbish);
24. Report to a member of the Operational Staff before departure at the end of the period of hire for the hired space(s) to be inspected by us.

Servery, Kitchen, Tea Trolley and Crockery/Cutlery Hire

If you hire our servery and/or kitchen, you must also:

1. Wipe all surfaces in the servery and/or kitchen, as applicable to your booking;
2. Place any used crockery and/or cutlery onto the trolley provided by us for this purpose.

If you hire a tea trolley as part of your booking with us, you must also:

1. Place any used crockery and/or cutlery onto the tea trolley.

If you hire crockery and/or cutlery as part of your booking with us, you must also:

1. Place any used crockery and/or cutlery onto the trolley.