



CONDITIONS OF HIRE – please read carefully, by signing you are agreeing to the terms:

- Hirers who arrive more than 10 minutes late for a hire period will have £1 per minute deducted from the deposit. The “hirer” is the person who has arranged the booking or their representative. This does not mean an outside company who are providing a service for you. This is non negotiable
- **ALL ELECTRICAL ITEMS** brought onto the premises **MUST BE PAT tested** if domestic appliances. It is the responsibility of the hirer to ensure this is adhered to and certificates can be provided on request
 - Fire Precautions procedure read and signed?
 - Chalton Village Hall phone number/nominated fire officer number saved to hirers phone in case of emergency? **07596 745775**
 - Conditions of Hire read and signed?
 - Professional liability of caterers/BBQ providers/Bar facility/Marquee/Bouncy castle provided?
 - Proof of PAT testing if bringing electrical items from home

You are signing to confirm you agree to the following:

- **No tampering with the fire alarm panel in the entrance hall.** If this happens and our nominated person is called out your event may be stopped and you asked to leave
- **Any outside charges incurred** by false activation of fire alarm and Fire Brigade/other agencies involvement are the responsibility of the hirer, in full. Non negotiable.
- **No smoking within the hall or immediate vicinity**
- **No fireworks** to be used due to proximity of farm animals and haystacks
- **No Chinese lanterns** to be used due to the risk of fire
- **No smoke machines** at all
- **No shop bought disposable BBQ’s** can be used in or outside the hall
- **BBQ** must be provided by **outside caterers** and professional liability insurance provided
- All glass/bottles must be removed from site
- All rubbish must be neatly disposed of inside bins (never left outside in bags) /removed from site
- Battery operated tealights only
- Bouncy Castles – incur an addition £10 payable at time of deposit
- No helium balloons to be left within the hall
- No lights left on (this incurs a £10 deduction from the deposit). This is non negotiable
- Hall cleaned thoroughly (brooms/brushes/mop and bucket/vacuum provided)
- Furniture put away correctly (Information booklet in the hall depicts) There must always be a clear route to the boiler. Health & Safety.
- **Hirer to have remained responsible** for the building and all those using it for the duration of the hire period
- Parking to be restricted to the village hall car park and consideration for residents upheld
- Hirer to have locked all doors/fire exits before exiting the building and returned keys to the designated address within Chalton
- Hirer can expect deposit to be returned to them providing all of the above has been adhered to, within seven working days.

I agree I have read and understood the Conditions of Hire and the Fire Precautions procedure.

Name: PRINTED and signed:	Full postal address:	Contact number:



FIRE PRECAUTIONS PROCEDURE

Ensure you adhere to the requirements in the Conditions of hire and do not have any naked flame/smoke machines/cigarettes or other flammable substance within the hall immediately outside

Ensure you are clear and explain to your guests the emergency exit routes being used. Ensure bolts have been released in readiness

Ensure fire exit routes are kept clear at all times

The fire alarm system does not require you to do anything on entry/during hire period/exit please do not allow anybody to tamper with this.

If the control panel is tampered with and Chalton Village nominated person is called for a false alarm/tampering, your event can be stopped and cancelled immediately

There may well be a charge levied for this

IN THE EVENT OF A FIRE

The fire alarm system will sound within the hall – IMMEDIATELY EXIT VIA THE DESIGNATED FIRE EXIT and go to the Assembly Point (Large tree just beyond car park)

WALK, do not run, to the Assembly Point

ONLY ATTEMPT TO TACKLE SMALL FIRES WITH THE EXTINGUISHERS/BLANKET PROVIDED IF CONFIDENT TO DO SO

DO NOT RE-ENTER THE BUILDING

DIAL 999 for the Fire Brigade if it is clear there is smoke/fire within the hall

OR

DIAL: **07596 745775** if there is an issue with the fire alarm panel or it is unclear why it is sounding

REMAIN AT THE ASSEMBLY POINT UNTIL OFFICIALLY TOLD IT IS SAFE TO RETURN

CHALTON VILLAGE HALL

WATER END LANE

CHALTON

BEDS LU4 9UL

What3words: [pocketed.lobbed.joined](#)