

HIRER'S CHECK LIST



EMERGENCY:

In the case of Fire and for other Emergencies, telephone 999

The nearest telephone is outside the Post Office (turn left up the High Street).

KEYS should be collected from Bridgeway Stores.

AT THE END of using the Hall you are responsible for ensuring that:

1. The Hall and surrounds are in a clean and tidy condition
2. Chairs and tables etc. are returned to their proper place.
Please do not stack the blue chairs more than 5 high.
3. All lights are switched OFF (check rear lobby and kitchen lights)
4. Tea/coffee water boiler is switched to "Standby"
5. Doors and windows are properly locked and secured
6. Keys are returned to Bridgeway Stores
(if the shop is closed, drop them through the letterbox of No 83 High Street, opposite the Church)
7. Take all rubbish with you. Do not fill up the wheelie-bin as it is only emptied every two weeks.

NOISE: You must ensure that the noise level is controlled, especially on arrival and departure, so that local residents are not unreasonably disturbed.

ALCOHOL: The Village Hall does not have its own licence for the sale of alcohol. If your event involves selling of alcohol or including alcohol as part of an entry ticket, you must ensure that you submit a Temporary Event Notice to Canterbury City Council and the Police. You must also inform the Booking Secretary of such notice. Alcohol as tombola gifts or raffle prizes do not require a licence.

ENTERTAINMENT LICENCE: This is prominently displayed in the Village Hall.

It places certain restrictions on the use of the Hall as follows: -

Permitted hours of operation of the Hall: -

09.00 to 23.00 hours. Every day (Monday – Sunday)

Maximum number of persons permitted in the Hall when used for: -

Closely seated audience or dancing only - 100 persons

Seated at tables - 90 persons

Seated at tables/dancing combined - 90 persons

PROBLEMS: For other problems telephone:

Mark Esdale 832740 or 07976 622570

We hope you find your use of the Hall to be satisfactory. If you have any complaints or suggestions please direct these to the Secretary of the Management Committee, Mark Esdale, 83 High Street, Bridge CT4 5AR or by email to Mark@BridgeVillageHall.org.uk.

KEEP THIS CHECK LIST TO HAND WHILST USING THE HALL!