

# YOXFORD VILLAGE HALL

## HIRERS' HANDBOOK





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## INTRODUCTION

Yoxford Parish Council, as Sole Trustee of Yoxford Village Hall, manages the hall and its grounds on behalf of the community of Yoxford and, as such, welcomes you, the Hirer.

### **Address**

Yoxford Village Hall is on Old High Road, Yoxford, IP17 3HN.  
What 3 Words address is selection.circus.plot.

### **Wi-Fi**

The Village Hall provides a free wi-fi connection. The router is located in the Small Hall.

### **Resources/Services available for Hire**

A large multi-purpose hall with a well-equipped kitchen, licensed bar area, projector system and a stage.

A smaller hall with its own kitchen.

Heating and lighting throughout the premises is provided free of charge.

There are two large marquees for hire.

### **Accessibility**

All areas of the hall are fully accessible to people with disabilities and disabled toilet facilities are provided.

### **Tennis and Multi-Games Courts for Hire**

There are two tennis courts for hire, one with markings for multi-games use and basketball hoops.

### **Boules/Petanque Pistes**

Two pistes for boules/petanque are located by the side of the tennis courts. The pistes are available for community use and there is no need to book.

### **Outreach Post Office Service**

A Post Office service operates from the hall on the following dates and times:

Mondays - 1:30 pm - 3:30 pm

Wednesdays - 9:30 am - 12:00 pm

### **Electric Vehicle Chargers**

Two 7w electric vehicle charges are available for public use.

### **Car Park**

The car park is available for community use. Yoxford and Peasenhall Primary School holds a license which permits 12 staff cars, during term-time, and the school mini-bus to park.

### **Glass Recycling**

Bottle banks are provided in the car park for community use.



## CHARITABLE STATUS AND TRUSTEE

### **Charitable Status**

Yoxford Village Hall was gifted to the village in 1959. It is the hub of the community and a heritage asset.

The hall is a charity registered with the Charity Commission for England and Wales with charity number 304846.

The aims and purpose of the Charity are set out in its Trust Deed, which states that:

'The property is held on trust for the purpose of a Village Hall, for use of the inhabitants of Yoxford and the neighbourhood, without distinction of sex, political or religious opinions. In particular for use for meetings, lectures and classes and other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the inhabitants.'

### **Trustee**

Yoxford Parish Council was appointed Sole Corporate Trustee of the Charity on 10 August 2020.

The Parish Council is responsible for the overall management of the Charity. It gives its time freely and receive no remuneration or financial benefit.

The Parish Council meets separately as Trustee on the first Thursday of every month to ensure the smooth running and financial wellbeing of the Charity.

### **Report and Accounts**

The latest report and accounts are available on [www.yoxford.org](http://www.yoxford.org) or by request from the Parish Clerk.



## HISTORY AND REFURBISHMENT

### History of the Hall

The original wooden building is over 100 years old, having initially served as a hut for servicemen in World War I. Over the years it has been extended as the needs of Yoxford changed. The stage end of the building was the latest extension and it has a block base with foundations. The hall was rendered many years ago in an attempt to improve its appearance. The render became a problem as the wooden structure beneath it began to rot in several places which was impossible to stop.

The previous Management Committee recognised that significant funds were required to refurbish or replace the hall, given its age and poor state of repair. A funding bid was made to the Big Lottery in 2018 but unfortunately it was unsuccessful. This was a significant blow to the Committee, and all of those involved in fundraising locally, but they resolved to continue with their fundraising efforts and to take a modular approach to refurbishing the hall.

In 2020, Yoxford Parish Council was appointed as Sole Corporate Trustee and took over responsibility for all aspects of the hall.

### Refurbishment Project

Following the COVID pandemic, the Parish Council began a long-term project to restore the hall. The project aims to repair the structure and to equip the hall with good insulation, a modern heating system and up-to-date toilet and kitchen facilities.

A restored hall will enable the range of facilities offered to be continued and expanded as the needs of the community change.

The project began in April 2021, when a trench was dug to inspect the foundations and to keep the water away. A new sole plate was put in and the supporting timbers and floor joists were replaced. By February 2022, the roof, fascia and guttering was replaced and a layer of insulation was added. In March 2022, drainage pipes and a soakaway was put in and the render was removed from the main hall to dry out the timber frame. New windows, new double patio doors were added to the main hall and a patio was laid in time for the summer season. Preparations began to clad the exterior of the main hall and this was completed in August 2022. The next steps are to replace the ceiling in the main hall and to add further insulation and replace the heating system.

The Parish Council is trying to keep costs down by asking for voluntary help where possible and only employing experts when necessary. If you can offer any general help, or specific skills, please contact the Chairperson, Russell Pearce, at [russell\\_pearce@sky.com](mailto:russell_pearce@sky.com) or on 01728 668106.

Work parties are regularly arranged which make good use of the skills, experience and good will in the community. It also offers opportunities for residents to meet each other socially and enjoy some time together whilst keeping busy indoors and outdoors. To be added to the 'List of Volunteers' please contact the Parish Clerk at [parishclerkyoxford@gmail.com](mailto:parishclerkyoxford@gmail.com) or on 07767987691.



## STAFF

### **Parish Clerk**

The Parish Clerk, as Proper Officer of the Council, undertakes the administration of the Charity. Contact the Parish Clerk for any information about the operation and running of the Village Hall.

Trudy Charles  
1 Park Place  
Old High Road  
Yoxford  
IP17 3HN

07767987691  
parishclerkyoxford@gmail.com

### **Hall and Marquees Bookings Secretary**

Contact the Hall Bookings Secretary to book the hall or the marquees or to enquire about the facilities. Further information about booking the hall and the marquees is available in this handbook.

Cllr. Hazel Wheeler  
01728 668002 and 07748 784909  
hazel.temperton@talk21.com

### **Tennis Courts Booking Secretary**

Contact the Tennis Courts Bookings Secretary to enquire about using the tennis courts. Further information about booking the tennis courts is available in this handbook.

Cllr. Laura Greenberg  
01728 668053 /07867 521697  
laurakg59@gmail.com



## FRIENDS OF THE VILLAGE HALL

The Friends are a welcoming group of volunteers who organise social events for the community and fundraise for the refurbishment programme.

If you would like to be involved and offer your support and ideas for events, please contact the Parish Clerk.

### **Meet Up Tuesday Group**

Each Tuesday morning from 11am, a friendly group of residents meet at the hall for an hour of fun, laughter and chat whilst enjoying a cuppa and a slice of homemade cake free of charge.

On the last Tuesday of the month, the group offers a delicious two course lunch from 11am to 1.30pm.

More volunteers are needed to ensure the success of the Meet Up Tuesday Group. Please contact the Parish Clerk if you can offer an hour or so of your time once a week.

### **Facebook Selling Site/Jumble Sales**

Allison Hackwell runs successful Facebook and Vinted sites selling pre-loved donations to raise funds for the hall. Over the years, Allison has raised many thousands of pounds for the hall.

Search for 'Yoxford Village Hall Selling Site' on Facebook, or click on the link below, to see Allison's many and varied bargains.

<https://www.facebook.com/groups/575677593811848/>

Donations of quality, used items are always welcome. Contact Allison on 07955 219876.

Please do not leave donated items inside or outside the hall without prior permission from Allison.

There is an extensive collection of books in the Hall foyer which can be purchased for a small donation. Allison is inundated with books so please do not donate any more at this time.

Jumble and Garage Clearance sales are also held regularly and advertised locally and on the 'Yoxford Village Community' Facebook page, link below:

<https://www.facebook.com/Yoxford-Village-Community-1501252433427763>

### **Social Events**

The Friends regularly arrange social events such as Quiz Nights, Film Events, Christmas Fayres, etc for the enjoyment of the community. These events are advertised via social media, in the monthly Parish Council Newsletter, Yoxford Yapper and Yoxmere Fisherman, and on the village noticeboards.

### **Easy Fund Raising**

Turn your everyday online shopping into free donations for the hall's refurbishment. Just go to [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk) and follow the steps choosing 'Yoxford Village Hall – New Build Fund' as your cause.



## CLUBS AND GROUPS

### **Clubs and Groups**

CYDS Youth Club - Thursdays – 6 to 8pm - 11-18 year olds - free

Barley Brigg Morris Dancers – Wednesdays – 8pm

Indoor Bowls – Thursdays – from 2pm to 4pm

Art Class – Thursdays – 2pm to 4pm – all abilities welcome - £10 per session

Meet Up Tuesday Group - Tuesdays – 11am to 12pm

Meet Up Lunch Group – last Tuesday of every month - 12pm to 1.30pm

Yox Vox – community choir – alternate Monday evenings 7 to 9pm

### **Yoxford Parish Council**

Meetings are held on the first Thursday of every month at 7pm.

Residents are welcome to attend to raise issues or ideas with the Council.





## HIRE CHARGES

### Hall Hire Bookable 6 hour Sessions:

- Morning session: 6:00 am to 12 noon
- Afternoon session: 12 noon to 6:00 pm
- Evening session: 6:00 pm to 12 midnight
- Hourly rate

**Deposit:** In addition to the hire charge, all private hall hires are charged a returnable damage/loss deposit of £50. This will be returned once post event checks have been completed and conditions met (see Terms and Conditions Pg 18 for information).

	Non Yoxford Residents	Village Groups	Yoxford Residents	Yoxford Residents
	6 hr session	6 hr session	6 hr session	Hourly rate
Small Hall	£55	£16	£32	£14
Large Hall	£110	£25	£63	£27

### Audio/Visual System: (in addition to a booked session)

- Projector, screen, controls & speakers: £10

### Licensed and Staffed Bar: (in addition to a booked session)

- Hours: 19.00 to 23.30 with last orders at 23.15
- £400 minimum spend.
- Hirer pays any shortfall between the minimum and actual gross spend.
- Additional drinks choices catered for except for high end brands above £30 per bottle

### Chair and Marquee Hire

Marquees (two available):

- £40 per marquee per day
- £30 per marquee for 3 days or more

Chairs:

- 10 chairs: £5
- 20 chairs: £10

### Tennis and Multi-Games Courts:

- Pay and Play - £7.50 per hour
- Single Membership - £48 per annum
- Family Membership - £66 per annum

### Advertising:

On Village Hall's monthly Film and Pub Nights rolling projector presentation:

- 1 x A4 advertisement £50 per year

### Business Use/Partnership:

Any business operating during an event at Yoxford Village Hall will be asked for a donation of 10% of its profits.



## **HOW TO BOOK Halls and Marquees**

1. Contact the Hall Bookings Secretary, Hazel Wheeler, by telephone on 07748 784909 or 01728 668002 or by emailing [hazel.temperton@talk21.com](mailto:hazel.temperton@talk21.com) to check availability and facilities.
2. Agree dates, times and hire charges.
3. Receive a Booking Form and the Terms and Conditions of Hire by email from the Hall Bookings Secretary.
4. Confirm your booking by returning the completed Booking Form to the Hall Bookings Secretary.
5. Complete the process by paying for your booking:  
  
Cash and cheques, made payable to Yoxford Village Hall, can be given to the Hall Bookings Secretary or posted in the Post Box on the wall of the Hall near the entrance.  
  
Bank transfers can be made to Yoxford Village Hall, Sort Code: 20-52-08, Account Number: 50037990. Please reference your payment with your surname or organisation name.
6. The Hall Bookings Secretary will arrange to give you access to the hall.

## **Tennis Courts**

1. Contact the Tennis Courts Booking Secretary, Laura Greenberg, by telephone on 01728 668053 or 07867 52169 or by emailing [laurakg59@gmail.com](mailto:laurakg59@gmail.com) to check availability.
2. Agree dates, times and hire charges.
3. Receive a Membership Form from the Tennis Courts Bookings Secretary by email.
4. Confirm your membership by returning the Membership Form to the Tennis Courts Bookings Secretary.
5. Complete the process by paying for your booking:  
  
Cash and cheques, made payable to Yoxford Sports Group, can be given to the Tennis Courts Bookings Secretary or posted in the Post Box on the wall of the Hall near the entrance.  
  
Bank transfers can be made to Yoxford Sports Group, Sort Code: 20-92-08, Account Number: 90997625. Please reference your payment with your surname.
6. The Tennis Courts Bookings Secretary will provide you with the pass code for the tennis courts' gate padlock and the Sports Group toilet.

**BOOKING FORM - INDIVIDUALS**



<b>Name of Hirer</b>									
<b>Address</b>									
<b>Telephone Number</b>									
<b>Email</b>									
<b>Purpose of Hire</b> (please circle & give details)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;"><b>Private</b></td> <td style="width: 33%; text-align: center;"><b>Business</b></td> <td style="width: 33%; text-align: center;"><b>Charity</b></td> </tr> </table>	<b>Private</b>	<b>Business</b>	<b>Charity</b>					
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<b>Services required</b> (please tick/circle all that apply)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Small Hall</td> <td style="width: 50%;">Kitchen</td> </tr> <tr> <td>Large Hall</td> <td>No. of Marquees</td> </tr> <tr> <td>Projector System</td> <td>No. of Chairs</td> </tr> <tr> <td>Licensed Bar</td> <td>No. of Tennis Courts</td> </tr> </table>	Small Hall	Kitchen	Large Hall	No. of Marquees	Projector System	No. of Chairs	Licensed Bar	No. of Tennis Courts
Small Hall	Kitchen								
Large Hall	No. of Marquees								
Projector System	No. of Chairs								
Licensed Bar	No. of Tennis Courts								
<b>Date of Event(s)</b>									
<b>Time of Event</b> (please tick/circle)	<p>Morning session: 6am - 12pm</p> <p>Afternoon session: 12 - 6pm</p> <p>Evening session: 6pm to 12 midnight</p> <p>Hourly rate</p>								
<b>Village Hall Payment Details</b>	<p>Bank transfers can be made to Yoxford Village Hall, Sort Code: 20-92-08, Account Number: 50037990. Please reference your payment with your surname or organisation name.</p> <p>Post cash and cheques, made payable to Yoxford Village Hall, to the Hall Bookings Secretary or in the Post Box on the wall of the Hall near the entrance.</p> <p>For any queries regarding bookings, please phone/email Mrs Hazel Wheeler on 01728 668002 and 07748 784909 or <a href="mailto:hazel.temperton@talk21.com">hazel.temperton@talk21.com</a></p>								
<b>Cheque/Cash Enclosed</b>	<b>£</b>								
<b>Deposit Paid</b> (office use only)	<b>£</b>								
<b>I confirm that I have read and understand the Terms and Conditions of Hire.</b>	<p><b>Signed:</b> .....</p> <p><b>Date:</b> .....</p>								

**BOOKING FORM – GROUPS**



<b>Name of Group</b>									
<b>Contact Name &amp; Address</b>									
<b>Telephone Number</b>									
<b>Email</b>									
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<b>Cheque/Cash Enclosed</b>	£								
<b>Deposit Paid</b> (office use only)	£								
<b>I confirm that I have read and understand the Terms and Conditions of Hire.</b>	<p><b>Signed:</b> .....</p> <p><b>Date:</b> .....</p>								



After the hire, the following feedback form will be sent to the hirer for completion:

## Yoxford Village Hall Venue Hire: Feedback

You will know that our Village Hall is undergoing significant refurbishment. It's the Sole Trustee's plan to offer a community space with the very best possible suite of services.

During the works, the Sole Trustee is grateful for your hire and feedback, which will help it to develop the space in the most effective way.

### Date of Hire:

1. **Did you find the booking process easy?** Please circle your answer

Yes

No

2. **Were you satisfied with the welcome on the day?** Please circle your answer

Yes

No

3. **Which service(s) did you use?** Please circle your answer(s)

Large Hall

Small Hall

Licensed Bar

Projector System

4. **Was the area to your satisfaction?** (cleanliness, heating, resources etc) Please circle your answer

Yes

No

Please comment:

5. **Would you hire Yoxford Village Hall again and/or recommend it as a venue?** Please circle your answer.

Yes

No

Please comment:

6. **What could we do better or differently?**

Please comment:



## TENNIS CLUB MEMBERSHIP BOOKING FORM

Please tick the appropriate box below indicating your preferred membership option:

Family Membership - £66:00 per annum

Single Adult Membership - £48:00 per annum

Pay and Play - £7.50 per hour

**Name:**

.....

**Address:**

.....

.....

**Telephone:**

.....

**Email:**

.....

Please give names and ages of children included in a family membership:

.....

.....

.....

.....



## **Payment Details**

### **Bank Transfer:**

If possible, we prefer to receive payments by direct bank transfer.

Yoxford Sports Group, Sort Code: 20-92-08, Account Number: 90997625

Please reference your payment with your surname.

### **Cheques/Cash**

Payment can be made by cash and cheque for those who do not have online banking facilities.

Please make your cheque payable to Yoxford Sports Group and return it with the completed form to:

Cllr. Laura Greenberg  
Yoxford Village Hall  
Old High Road  
Yoxford  
IP17 3HN

Or post in the letter box near the entrance to the Village Hall.

### **Queries**

Should you have any queries regarding membership or bookings please phone/email:

Cllr. Laura Greenberg  
07867 52169 or 01728 668053  
laurakg59@gmail.com



## TERMS AND CONDITIONS OF HIRE

### Operational Hours

The operational hours of the Hall are Monday to Sunday 6:00 am to 12:00 midnight.

The Hall must be vacated and closed by midnight.

### Hirers

The HIRER must be aged 25 years or older and shall be responsible for ensuring that the terms and conditions of hire are complied with.

The person named on the Booking Form shall be considered to be the HIRER.

The HIRER must not sublet the Hall, its grounds or the marquees, in whole or in part. This includes allowing another person or organisation to use the Hall, its grounds, or the marquees in their stead.

Where an organisation is named, the person signing hereby confirms that they do so with the full authority of the organisation.

### Bookings

A provisional booking will not form an agreement for hire. The Booking Form must be completed and returned to the Bookings Secretary and the relevant hire charges paid before the booking is considered to be confirmed.

The hire of the Hall is for the specific agreed dates and times shown on the Booking Form and does not entitle the Hirer to use or enter the Hall or its grounds at any other time.

Bookings must be made for the entire time needed to set up and clear away before and after an event.

The Hall shall only be used for lawful activities.

Reference to 'the Hall' includes all rooms in the building.

The Trustee does not represent that the Hall is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

### Hire Charges

The Hire Charges shall be those shown on the Hire Charges document appended to the Booking Form.

### Right of Refusal

The Trustee reserves the right to refuse any application for the hire of the Hall, the marquees and the tennis courts without stating a reason.

Local organisations/residents shall be given priority over non-locals but no local organisation/resident shall be deemed to have an undisputed right to an unbreakable series of bookings.

The Trustee reserves the right to cancel any hiring in the event of the Hall being required for use as a Polling Station in which case the Hirer will be entitled to a refund of any deposit and booking already paid.

In any case, the Trustee's decision shall be final.





## **Health, Safety, Accidents & Dangerous Occurrences**

The HIRER should be aware of the accident and first aid procedures available in this handbook.

The HIRER must report all accidents to the Booking Secretary as soon as possible and complete the relevant section in the Accident Logbook. Certain types of accident or injury must be reported to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The HIRER and anyone acting for and with it shall comply in all aspects with the Health and Safety at Work Act 1974 and all subsequent related legislation and regulations. The HIRER shall comply with all conditions and regulations made by the Fire Authority, Local Authority, and Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment or which is attended by children/vulnerable adults. The HIRER will ensure the safe use of cooking implements, highly flammable and combustible substances and hazardous materials including fuel, and that it is aware of the location and use of fire extinguishers. No candles or naked flames should be lit in the hall. The HIRER is also responsible for administering first aid if required. A basic First Aid box is available on the kitchen counter. The Fire Service must be called to any outbreak of fire, however slight.

*The HIRER is responsible for knowing how many people are on the premises during their event.*

## **Advertising**

All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper articles, magazine articles, social media, tickets, radio and television announcements, websites and all other forms of media.

Advertising which contravenes the conditions of hire may result in the cancellation of the booking or the forfeit of a deposit.

## **Alcohol**

Under The Licensing Act 2003, as Sole Trustee of Yoxford Village Hall, Yoxford Parish Council and holds a Premises Licence (PREM 2260). This permits the supply of alcohol for consumption ON the premises only and in line with Mandatory Conditions 1 to 6.

The Premises Licence is displayed in the Foyer of the Village Hall and a hard copy is available to view. Please contact the Parish Clerk.

A licensed and staffed bar is available to hire. See Page 9 of this Handbook for further information.

## **Music/Entertainment**

All dancing, music or similar entertainment must cease by 12:00 midnight on Mondays to Friday, by 11:45 pm on Saturdays and 10:30 pm on Sundays unless an Extended Hours Order or a Special Hours Certificate has been granted under the Licensing Act 1964.

On New Year's Eve, an extension has been granted until 12:30 am the following day.

The Hall is licensed for 10 live performances of music per year.

The conditions attached to the Music Licence and Premises Licence are available on request from the Parish Clerk and must be duly observed.



***The windows and doors of the Hall shall be kept closed during all amplified musical entertainment between 10:00 pm and 11:30 pm.***

Bouncy castles and other inflatable items are the responsibility of the HIRER. The HIRER must ensure that the supplier of inflatable items provides a copy of their Public Liability Insurance to the Parish Clerk.

### **Lighting/Heating**

Lighting and heating is provided *free of charge*.

Lighting is switched on at the master control board in the kitchen of the main hall.

Heating is switched on at the master control boards in the cupboards of both halls.

### **Tables and Chairs Inventory**

Folding Tables (measuring 182cm x 76cm) – 23

Square Blue Tables – 9

Large Tables - 6

Plastic Chairs – 86

Padded Chairs (measuring 55cm x 50cm) - 60

### **Fire Safety**

The HIRER must familiarise him/herself with the emergency procedures and with the plan of the building. They should also note emergency exits, emergency lights, fire alarm points, fire fighting equipment and observe any fire alarms.

Smoke machines, haze generators and similar equipment must not be used anywhere within the building as these will very likely trigger the fire alarm. False alarms are undesirable – primarily as they will significantly disrupt your event.

### **Dogs**

Well behaved dogs are welcomed in only the Large and Small Halls. At all times, dogs must be on leads and under the supervision and responsibility of their owner(s).

### **Safeguarding / Child Protection / Vulnerable Adults**

It is the responsibility of the HIRER to ensure that they comply with all current legislation relating to any activities relating to children / vulnerable adults and that all relevant documentation has been obtained .

### **Legionnaires' Disease**

The HIRER is advised to run the taps, both hot and cold, in the kitchens and toilets for a few minutes, and to flush the toilets, before use. These are precautionary measures in order to reduce the risk of bacteria building up in the pipework.

### **Electrical Equipment**

All electrical and other equipment brought onto the premises by the HIRER or by any third party for use during the agreed hire period remains their responsibility, must be well maintained and have a current PAT (Portable Appliance Test) certificate. All temporary electrical installations must comply with the requirements of the current legislation for electrical installations. It is the responsibility of the HIRER to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger,



overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.

### **Use of Kitchen and Sale of Food**

If preparing, serving or selling food the HIRER must be aware that it is their responsibility to observe all relevant food health and hygiene legislation.

The HIRER must ensure that any equipment, dishes and utensils that are used are washed, dried and put away.

### **Smoking, Drinking & Drugs**

Smoked is not permitted in **any** part of the building.

The HIRER shall not allow smoking or the consumption of drugs or any other illegal substances within the premises or on its land. The HIRER shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be supplied to any person under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way should be asked to leave the premises.

### **Decorations**

***HIRERS are not permitted to affix balloons, signs, decorations, etc to the walls with drawing pins, nails or sellotape. Blu tac is permitted.***

### **Car Parking**

Permission to use the Hall car park will be granted to the HIRER and third parties present at events, participants in activities at the Hall, those with a current licence to park, or members of the public using the electric vehicle chargers.

Parking is at owners' risk and the *Trustees will not accept responsibility for any damage, accidents or loss.*

### **Refundable Deposit**

The Trustee requests a deposit of £50 to be paid before an event.

***HIRERS are advised that they may lose all or part of their deposit if, after the event, it is found that it is necessary to clean boot/shoe marks off any walls, toilets or chairs, to clean spillages of food/drink on the floors or surfaces, grounds have to be cleared of litter/vomit and if there is damage to the hall, property and/or equipment.***

The deposit will be refunded subject to satisfactory inspection of the Hall after the event and the safe return of the key.

### **Breakages and Damages**

The HIRER is responsible for all damage to the building, equipment, furniture and property in the Hall and its grounds occurring during the period of the hiring or while persons are entering or leaving the Hall pursuant to the hire, however and by whomsoever caused. The HIRER will forfeit their right to have the deposit returned if the above conditions are not met.



## **Right of Entry**

The right of entry to the hall is reserved to the Trustee and its staff or any police officer at any time during the hiring.

## **Conduct and Good Order**

The HIRER shall ensure that good order is kept in the Hall and its grounds during the hiring.

The HIRER shall also ensure that those attending the event maintain good order during arrival and departure from the Hall and its grounds.

At all times, the HIRER shall take reasonable care to ensure that the occupants of the neighbouring properties are not inconvenienced by noise, nuisance, obstruction of vehicles and highways, and the like.

## **Condition on Exit**

*At the end of the event, the HIRER shall leave the Hall including the toilets and kitchens in a clean and orderly state.*

In general, any waste materials, leftover food and drink must be taken away following the event as the waste bins outside the Hall have limited capacity. However, any broken glass or similar material which may be a hazard should be deposited in one of these bins as soon as possible. Sharp objects should first be wrapped in newspaper or similar material to minimise the risk of injury.

The HIRER must set up, wipe down and store all tables and chairs used during the event.

***The HIRER must turn off all lights, with the exception of the emergency exit light at the front door, close all doors and windows, lock the external door securely, and return the key to the key safe to the left of the front door.***

## **Cancellations**

The HIRER must contact the Bookings Secretary if they wish to cancel their booking giving reasons.

50% of the hire fee will be charged for any booking cancelled within 10 days of the booking date.

## **Culpability and Insurance**

Except for wilful negligence on the part of the Trustee, the Trustee shall not be held responsible for any loss of, or damage to, the Hirer's or any third party's property arising out of the hiring, nor for any loss, damage or injury which may be incurred by, or done to, or happen to, any person or persons using the Hall during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of equipment, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled.

The Trustee has Hirer's Public Liability insurance cover. However, to benefit from this the Hirer must manage their event safely.

Local organisations which may have their own equipment stored at the Hall must make their own arrangements for insurance cover.



## LICENCES

### Premises Licence

The Trustee holds a *Premises Licence (Number PREM2260)* issued by East Suffolk Council. This is displayed in the Foyer of the Village Hall.

Licensable activities covered include:

Plays  
Films  
Indoor Sporting Events  
Live Music  
Recorded Music  
Dance Performances  
Making Music  
Dancing  
Supply of alcohol for consumption ON the premises.

The Trustee is permitted to carry out the licensed activities on the following days/times:

Day	Start	Finish
Monday - Friday	10.00	00:00
Saturday	10:00	23:45
Sunday	12:00	22:30
New Year's Eve	10:00	00:30 (following day)

The terms and conditions of the Premises Licence are available on request from the Parish Clerk.

### For private hire of the licensed bar, available times are:

Day	Start	Finish	Last Orders
Monday - Friday	19:00	00:00	23:15
Saturday	18:00	23:45	23:15
Sunday	18:00	22:30	22:00
New Year's Eve	19:00	00:30 (following day)	23:30

### Music Licence

The Music Licence enables the Trustee to allow Hirers to legally play music through the radio, TV, other digital devices, and live performances in the Hall.

Annual licence fees are collected from UK businesses and organisations on behalf of PPL and PRS for Music. PPL then distributes these music licence fees for the use of recorded music on behalf of record companies and performers, while PRS for Music distributes music licence fees for the use of musical compositions and lyrics on behalf of songwriters, composers and publishers. This ensures that the people who create music are fairly rewarded for their talent and work.

The Music Licence for Yoxford Village Hall is numbered 01563240.

The terms and conditions of the Music Licence are available on request from the Parish Clerk.



## **FIRE and SAFETY PROCEDURES**

### **Fire Safety**

All reasonable steps must be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Trustee does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given.

All occupants, on evacuation, should report to the assembly point which is by the pedestrian gate opposite the patio doors.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

The Hirer must familiarise him/herself with the emergency procedures and with the plan of the building. They should also note emergency exits, emergency lights, fire alarm points, fire fighting equipment and observe any fire alarms.

### **Fire Risk Assessment**

A Fire Risk Assessment was last conducted in August 2022 by a competent person as defined in several articles of The Regulatory Reform (Fire Safety) Order 2005 on behalf of the Trustee who may be determined by the Enforcing Authority as the Responsible Person.

### **Fire and Emergency Evacuation**

#### **If you discover a fire:**

Operate the nearest fire alarm call point.

If it is safe to do so and if you have the authorisation and appropriate training, attack the fire with the fire fighting equipment provided.

Always ensure a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

#### **On hearing the alarm:**

The fire alarm sound is a bell.

Immediately vacate the premises by the nearest available exit.

If it is safe to do so, close all windows and doors behind you.

Go to the assembly point and report to the person in charge.

Do not re-enter the building to collect personal belongings.

Do not re-enter the building until told by the senior person present that it is safe to do so.



## **Liaising with the Emergency Services**

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count numbers, etc.

## **Exits**

Whilst the public are present, exit doors should only be secured in such a manner that they can be immediately and easily opened from within.

Exit doors should be maintained free from obstruction at all times.

All passageways shall be kept free of obstruction at all times when the premises is occupied.

Illuminated signs bearing the words 'FIRE EXIT' and showing the 'Running Man' symbol are provided above each exit.

All exit signs are illuminated by general and safety lighting.

## **General Lighting**

All parts of the premises to which the public are admitted, and in all passageways to which the public have access, shall be illuminated by general lighting at all times the public are present on the premises after the hours of darkness.

## **Safety Lighting**

A system of lighting, independent of the main supply, should be switched on at all times when the premises are occupied or be so designed to come on automatically in the event of a failure of the general lighting after the hours of darkness.

## **Fire Fighting Equipment**

Fire extinguishers of a type and size are provided and maintained readily available for use.

The main hall has the following fire extinguishers:

- Carbon Dioxide – for use on fires involving live electrical equipment and flammable liquids.
- Water – for use on fires involving wood, paper and fabrics.

The main kitchen has the following fire extinguishers:

- Carbon Dioxide – for use on fires involving live electrical equipment and flammable liquids.
- Fire blanket – for use on fires involving chip pans and waste bins and for wrapping around a person whose clothes are burning.

The small hall has the following fire extinguishers:

- Carbon Dioxide – for use on fires involving live electrical equipment and flammable liquids.
- Foam – for use on fires involving wood, paper, textiles and flammable liquids.

The small kitchen has the following fire extinguishers:

- Carbon Dioxide – for use on fires involving live electrical equipment and flammable liquids.



- Fire blanket – for use on fires involving chip pans and waste bins and for wrapping around a person whose clothes are burning.

The fire extinguishers and blankets are inspected by a professional annually.

### **Fire and Heat Alarms**

The Hall is provided with a fire alarm system throughout the premises and heat alarms in both kitchens.

The fire and heat alarms are inspected six monthly by a professional.

### **Vehicle Parking**

No vehicles shall be parked in such a manner as to restrict or obstruct the means of escape provided from the premises.

### **Assembly Point**

The assembly point is by the pedestrian gate opposite the patio doors.

### **Fire Drills**

Fire drills are regularly conducted by the CYDS Project workers during the Youth Club sessions. The results of these drills are recorded in the Fire Drill book which is located by the First Aid Kit.

### **Safe Occupancy Levels**

The floor space factor information shown below allows the Responsible Person/Hirer the ability to work out safe occupancy levels based on the type of hall use.

<b>Occupied Area Type</b>	<b>Typical Occupant Density m<sup>2</sup>/person</b>
Standing spectator/audience area or bar area	0.3
Assembly area, public house, dance floor or hall etc	0.5
Dining area or restaurant	1.0
Sports area	2.0
Shop sales area	2.0
Display, production or workshop area	5.0
Office	6.0

The large hall is 135 square meters and small hall is 81 square meters.





## **Comfortable Occupancy Levels**

The following comfortable occupancy levels for the main hall have been calculated as a guide for hirers:

### 1. Cinema Style – capacity 110 persons

Seating should be arranged to allow free and ready access direct to the fire exits. There should be a clear space of at least 305mm between rows. Gangways should be adequate for the number of seats served and at least 1,050mm wide. In general, no seat should be more than seven seats away from a gangway. Seating should be arranged in four blocks with gangways between them. The two blocks from the stage area should be in 5 rows of 5 chairs and the two blocks at the rear should be in 6 rows of 5 chairs.

### 2. Seated Disco/Wedding – capacity 120 persons

Tables and chairs should be arranged around the perimeter of the hall with a central dance area and clear access to the bar area. There is room for 11 tables for 8 persons therefore 88 seated persons. A further 32 persons may be admitted to stand at the bar area, around the dance floor, in the foyer, and in the small hall. For a wedding event, 3 tables may form a top table in front of the stage for up to 11 persons.

### 3. Quiz Night – capacity 128 persons

As above for a seated disco, with a further 4 tables for 8 persons added to the centre of the hall and 1 table for 8 persons in front of the bar.

### 4. Seating Around Perimeter – capacity 56 persons

56 chairs may be placed around the perimeter of the main hall.

## **Door Width Capacity**

Notwithstanding the above, the total capacity of the halls based on fire exit size must not exceed the following:

Main Hall - 595 persons

Small Hall - 140 persons

## **Gas Installations and Appliances**

The Trustee will ensure that all work carried out on gas fittings and appliances is in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The Gas Safe Register, formerly CORGI, is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the Trustee will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.



## Gas Leak Procedure

If you smell gas or suspect you have a gas emergency you **MUST** follow the steps below:

### DO NOT

- operate any electrical switches (on or off)
- smoke or use a naked flame
- turn the gas back on until the leak has been repaired.

### DO

- extinguish all naked flames
- open doors and/or windows to ventilate the area
- check your gas appliances and turn them off
- turn the gas supply off at the main meter
- telephone the National Grid Emergency Service
- evacuate the building
- report to the Fire Assembly Point.

### Fire

If a gas leak results in a fire on the premises:

- **IMMEDIATELY** activate the fire alarm, evacuating the premises
- **TELEPHONE** the Fire Brigade
- **ISOLATE** the gas supply at the main meter if safe to do so
- **TELEPHONE** the National Grid Emergency Service on 0800 111 999.



## ACCIDENTS AND FIRST AID

### Safe Practices

It is the intention of the Trustee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger or loss arising from the hall's activities or operations.

The Trustee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety, as on the operation and maintenance of equipment and safe practice. To this end, the Trustee encourages all hall users to engage in safe practices and to carry out their own risk assessment where required.

The following practices must be followed in order to minimise risks:

- Electrical equipment must not be operated or touched where there are signs of damage.
- Steps or ladders must not be used unless properly secured and another person is present.
- Portable electrical appliances must not be left operating while unattended.
- Portable gas appliances must not be used without express permission from the Trustee.
- Portable electrical appliances which have not been PAT tested must not be brought on to the premises.
- No attempt must be made to move heavy or bulky items – trolleys must be used.
- Chairs must not be stacked more than 6 high.
- No attempt should be made to carry or tip a water boiler when it contains hot water – it must be first left to cool.
- Children must not be allowed into the kitchens or bar area except under close supervision (eg for supervised cookery lessons or, for older children, supervised serving of food at functions).
- Overcrowding in the kitchens should be avoided.
- In order to guard against slipping hazards, all spills must be mopped immediately.
- In order to guard against tripping hazards, items such as buggies, mobility scooters, bicycles, umbrellas, etc must not be left in halls and especially not in passageways.
- Adequate lighting must be used to avoid tripping in poorly lit areas.

### First Aid

In the event of an accident, the first aid kit is located in the main kitchen. Please inform the Parish Clerk if supplies need to be replenished.

### Accident Logbook

The accident logbook is on top of the first aid kit. All accidents occurring in the hall and its grounds must be recorded in the accident book.

### Public Access Defibrillator

A public access defibrillator is located at Horners Store, High Street, Yoxford, IP17 3ER. Phone 999 for operational instructions. What 3 Words address is [cyber.devoured.dinner](http://cyber.devoured.dinner).

### Faults and Damages

It is the intention of the Trustee to keep the hall, equipment and grounds in a safe condition for all hall users, employees, visitors and contractors.



Should hall users, employees, visitors or contractors come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then the Parish Clerk or the Hall Bookings Secretary should be informed as soon as possible in order that the problem can be rectified.

Where equipment is damaged, a notice should be placed on it warning that it is not to be used.

### **Nearest Hospitals**

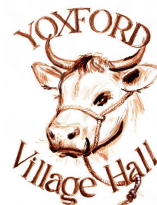
24 hour accident and emergency services are available at:

Ipswich Hospital  
Heath Road  
Ipswich  
Suffolk  
IP4 5PD

What 3 Words address is slim, remark. energetic  
Telephone: 01473 712233  
Distance: 22 miles

James Paget University Hospital  
Lowestoft Road  
Gorleston  
Great Yarmouth  
Norfolk  
NR31 6LA

What 3 Words address is notifying. scatters. bootleg  
Telephone: 01493 452452  
Distance: 26 miles



## ACCIDENT LOGBOOK

### 1. About the person who had the accident

Name: .....

Address: .....

Telephone: .....

### 2. About you (the person completing this form)

Name: .....

Address: .....

Telephone: .....

### 3. Date and Time

.....

### 4. Location (please circle)

Main Hall	Small Hall	Ladies' Toilets
Main Kitchen	Small Kitchen	Men's Toilets
Main Bar	Foyer	Sports Group Toilets
Stage	Grounds	Tennis Courts
Cupboards	Car Park	Other

### 5. About the accident or incident (what happened?)

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**6. Action taken**

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**7. Trustee Follow-Up (for office use only)**

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# FIRE DRILL LOGBOOK

**Date and Time of Drill:** .....

**Number of Occupants:** .....

**Time Taken to Evacuate:** .....

**Any Comments:** .....

.....

.....

.....

**Signature:** .....



**Village Hall: Floor Plan** (not to scale)

