

CONDITIONS OF HIRE FOR NEROCHE HALL, BICKENHALL

1. You must be 18 years of age or over to hire Neroche Hall.
2. The use of the kitchen is included in all bookings.
3. Consumables such as tea/coffee, etc. to be supplied by yourselves. **Neroche Hall is not a fully licensed premises and so if alcohol is to be sold at your event please apply for a temporary licence from Taunton Deane Borough Council**
4. All crockery/cutlery used by yourselves to be washed and the room left in a tidy condition. A note of any breakages should be left in the kitchen.
5. When outside caterers are employed, you are responsible for ensuring the room is left in a tidy condition.
6. A no-smoking rule applies to all areas of Neroche Parish Hall.
7. The maximum capacity of the Committee Room is 30, the Main Hall is 100, and if seated 100. This must not be exceeded or the organiser will be in breach of fire regulations and you will be liable for any incident.
8. Neroche Parish Hall has a comprehensive Health & Safety policy which is available for inspection in the kitchen. For your own safety and those using the hall during the period of hire, you are strongly advised to read this document and familiarise yourself with the contents. During the period of hire you as the named hirer are responsible for the health and safety of all those using the hall during the period of hire. A first aid box is clearly positioned in the kitchen for use in the case of minor accidents. The Health and Safety policy of the hall plus the findings of the latest risk assessment are in a clearly marked file in the kitchen. Please familiarise yourself on the major areas of risk so that you can adequately advise your volunteers and helpers.
9. Instructions relating to the operation of the heating, both emergency and security lighting, and electrical equipment are displayed in the appropriate position within the premises.
10. A plan of the hall is attached, which indicates the location of the fire protection equipment.
11. In the unlikely event of a user injuring him or herself you should complete the form contained within the accident report book, which is situated in the kitchen.
12. The booking secretary will explain how to collect the keys for the premises when the booking is confirmed.
13. **As Neroche Parish Hall has no facilities for refuse collection, please take away all rubbish and make your own arrangements for disposal. Black plastic sacks are available in the kitchen.**
14. **If a booking is cancelled within 2 weeks of the booked date then a charge of 50% of the booking fee will be made**

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