

HEALTH, SAFETY AND HIRING REGULATIONS

Hirers must agree to comply with all the following regulations

Doors

- Unlock front and back doors during hall use and relock on leaving premises

Fire

- There is no telephone in the hall or the phone box, therefore hirers will need a mobile phone to summon help in the event of a fire occurring
- Check location of extinguishers and exit lights before using hall facilities
- Familiarise themselves with the evacuation procedure (found on notice board) in case of fire
- Relay the above information to all users

Lights, heaters, cooker and fridge

- Exit lights must be switched on at dusk
- Lights, heaters, cooker, water heater and fridge to be turned off on leaving premises

Health and safety

- There is no telephone in the hall or the phone box, therefore hirers will need a mobile phone to summon help in the event of an accident occurring
- Any activities taking place in the hall should not cause or pose any danger of injury to users
- Details of any accident should be written in the Accident Book found in the kitchen and reported to the named person as instructed in the front of the book
- A First Aid Box can be found in the kitchen
- Smoking is banned in the hall and surrounding grounds
- No children under 5 years of age to be allowed in the kitchen

Under 18's

- A responsible adult (the hirer or agreed named proxy) will be present to supervise under 18's

Licenses

- The hall is licensed for up to 60 persons only

Alcohol

- The Licensing Act 2003 must not be contravened. Those wishing to sell alcohol can obtain information from the Licensing Department of the Forest of Dean District Council

Entertainment

- The hall is covered by an entertainment licence BUT
- Hirers using the hall for commercial purpose will require an additional licence if music is to be played. Information can be obtained from the Licensing Department of the Forest of Dean District Council

Damage or Loss

- Hirers will be responsible for any damage or loss to the premises and contents caused directly by the event and/or participants, over and above that which can be considered 'fair wear and tear'
- Tables, chairs, crockery and cutlery are not to be removed from the premises

Infection control

- Hirers will remove all rubbish and dispose of this responsibly
- Hirers will leave the premises clean and tidy