



Registered Charity 301829

## HIRING AGREEMENT

- The Hirer agrees to arriving and leaving at the agreed times using the keylock provided.
- Respect will be given to other hirers and neighbours residing nearby to the Hall
- Setting up and clearing up will be included in the agreed hours of booking.
- All areas must be left in a clean and tidy state at the end of the hire to enable the bond (£150) to be returned in full. Cleaning equipment is provided for the purposes of cleaning only and must not be removed. Food from fridges must be removed.
- Where equipment is damaged, a notice should be placed on it warning that it is not to be used and should be reported immediately to the Bookings Secretary. Breakages or damages will be charged at full replacement value. If there are items broken or damaged when you arrive, please notify the booking secretary. Any breakages during the event to be entered in the Incident Book
- IN CASE OF AN INCIDENT:
- NEAREST ACCIDENT AND EMERGENCY/CASUALTY DEPARTMENT is either **QA Hospital Portsmouth PO6 3LY** or **Royal Surrey County Hospital Guildford GU2 7XX**. For minor injuries only, go to **Minor injury clinic in Swan St, Petersfield GU32 3LB**
- **In case of an Incident** - This must be reported to the Chairman or Bookings Secretary as soon as possible and entered into the Incident Book, however minor. Please leave a telephone number/email address in the event that we need to follow up an incident or enquire further about any suggestions. The Incident Book



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can be found together with the First Aid Box is located in the drawer of the kitchen

- Decoration, wall displays or materials which require fixing to the structure of the hall is at the discretion of the booking secretary in advance and any damage to walls or fittings may be charged for.
- No cooking equipment, other than that provided can be used without prior agreement.
- Naked flames, fireworks or sparklers must not be used inside the hall.

At the end of the Hiring, you should ensure that

- Chairs to be re-stacked in groups of 8 as directed.
- Tables to be folded and stored in table trolley.
- Toilets to be flushed and ensure taps are off.
- Rubbish to be taken out to Bins provided in Car Park.
- All items brought onto the premises are taken away
- All heaters including water heaters and cookers are turned off.
- All electrical appliances are turned off and unplugged
- All lights not required for security reasons are turned out
- All internal doors are closed
- Key returned to Key Lock

All children under 18 years must be supervised and any under 16 are prohibited from the kitchen or bar area for H&S reasons. FVH Committee does not accept any liability for any breach of the regulation.

Thank you for your attention

Froxfield Hall Committee  
www.froxfieldvillagehall.co.uk  
Froxfield Village Hall

May 2022



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## CONTACT INFORMATION

Chair	Kate Allen	<a href="mailto:chrisandkateallen@yahoo.co.uk">chrisandkateallen@yahoo.co.uk</a>	for matters relating to the management of the Hall
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