

## BURGAGE HALL

### HEALTH AND SAFETY INSTRUCTIONS

1. Access through the entrance hall to the main hall must be kept clear at all times. All internal and external doors must be kept free of obstruction at all times.
2. Ensure that all hobs and ovens are switched off immediately after use. Do not leave the kitchen unsupervised while any appliance is in use. Observe kitchen hygiene signs.
3. Children and vulnerable adults must be strictly supervised at all times.
4. NO SMOKING is allowed on any part of the premises at any time, this includes e – cigarettes.
5. In the event of any incident or disturbance or matter affecting the security of the hall or its users, please call the police. In an emergency call 999, for non-emergency dial 01531 631 174.
6. The Fire alarm is situated in the vestibule with the Ladies and Gentlemen's lavatories on the left hand side. If the fire alarm does sound, please follow this procedure :
  - a. Evacuate the premises starting with the area in which there is a fire risk.
  - b. Dial 999 and report the fire at Burgage Hall, Church Lane, Ledbury HR8 1DW. There is no telephone in the Hall use a mobile or ask to use a neighbour's telephone.
  - c. If it is safe to do so, tackle the fire with the extinguishers provided. There are three extinguishers which are situated as follows:
  - d. Main Hall - 2 Water Extinguishers. Kitchen - 1 Powder Extinguisher and a Fire Blanket.
  - e. If it is safe to do so, tackle a fire in the kitchen, on the hobs with the Fire Blanket, which is mounted on the kitchen wall. If able to do so, switch off all kitchen appliances.
  - f. If the alarm proves to be false, silence the sounder by following the instructions on the alarm using the key on top of the panel.
7. In the event of a fire, there are three Assembly Points :

Point A is in the courtyard of Tanners Lane.

Point B is on the High Street by Ledbury News.

Point C is in Church Lane.
8. If any of the above instructions are not clear, please seek advice from the Booking Secretary or any committee member prior to your booking.

#### **Note**

Powder extinguishers may be used to tackle all kinds of fire. Water extinguishers should be used for paper, wood, textiles and fabric fires only. Do not use water extinguishers to tackle electrical fires.

**PLEASE RETAIN THESE INSTRUCTIONS**

**LEDBURY & DISTRICT SOCIETY TRUST LTD**

Company Limited by Guarantee No. 1340233 Registered Charity No. 507391

Last updated 01/01/2016

## **BURGAGE HALL**

### **TERMS AND CONDITIONS**

1. All sections of the Booking Form must be fully completed.
2. A deposit may be required on booking, which may be partially or fully forfeit if there is any damage to the contents or premises or surrounding areas or the Hall is left in a dirty or untidy condition. The Committee reserves the right to charge in full for the repair of any such damage and for cleaning costs whether or not a deposit has been required.
3. Hire charges must be paid in full prior to the event. Payment must be made at least 7 days prior to the event (or on booking if booking is less than seven days before the event) unless otherwise arranged in advance.
4. All charges shall include a period (to be arranged with the Booking Secretary) for the hirer to set up before and clear up after the event.
5. Where a booking is cancelled at short notice, the committee reserves the right to charge in part or in full if the hall is not rebooked. The definition of short notice shall be at the discretion of the committee who shall take account of the reasons for the cancellation.
6. The hall does not have a license to sell alcohol. If alcohol is to be sold the hirer must obtain their own temporary license.
7. The hall has occupier's liability and third party liability insurance but the hirer is responsible for ensuring they have their own insurance for the specific activities to be carried out in the hall.
8. No more than 140 persons shall be allowed on the premises, and this number shall include all organisers, committee members, stewards, staff, entertainers and guests etc.
9. The Committee reserves the right to refuse any bookings or to vary any conditions, whether express or implied, at its discretion.
10. There shall be NO SMOKING anywhere on the premises, this includes e – cigarettes.
11. Two stewards are to be appointed for all events and they must ensure that all Terms and Conditions of Hire and Health and Safety Instructions are strictly followed.
12. If the hall is to be used for an activity which may involve children or vulnerable adults it is the responsibility of the hirer to ensure best practice in relation to such individuals including suitable supervision arrangements and compliance with all statutory requirements.
13. The volume of any music or other activities creating noise shall be kept at a reasonable level to avoid disturbance to neighbours (which normally means it should not be possible to hear it outside the hall) and shall be reduced on request by any committee member. It is unlikely that amplified music or brought in PA systems will be permissible.
14. All events shall cease by 22:00, with all users out of the premises by 22:30.
15. The premises shall be left in a clean and tidy condition and all chairs and tables returned as found. For health and safety reasons please ensure that chairs are not over stacked. All rubbish is to be removed from the premises. ANY rubbish left without prior arrangement will incur a £10 fee which may be deducted from any deposit paid. The hall and kitchen must be left in the same condition as at the start of the hire.
16. On leaving the premises, all lights must be switched off and all outside doors firmly closed and locked. The keys must be returned to the letter box or key safe.
17. Please enter and leave the premises as quietly as possible, particularly when leaving late at night.  
The committee very much hopes that you enjoy hiring the hall and will book again. If you have any suggestions or complaints, please inform the Booking Secretary or any Committee member.

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