

Laughton Village Hall CIO (LVH (CIO)

Instructions for use of the village hall

Gaining entry

- Please contact the bookings secretary a few days before your event to discuss arrangements for access to the hall.

Fire precautions

- Hirers must ensure that all precautions are taken against risk of fire and damage to the property.
- A copy of the fire safety procedures is available on the website.
- **Hirers must show users where the fire doors are located.**

Accidents/First aid

- A first aid box and accident report book are located in the kitchen.
- All recorded accidents must be reported to the booking's secretary.

Furniture

There are 6 tables on a trolley and a number of chairs available in the hall. If you may require more, please contact the bookings secretary beforehand.

Electrical Equipment

All electrical equipment brought to the hall must have been PAT tested for safety.

Smoking

Smoking and vaping are not allowed anywhere on the premises.

Kitchen

- Hirers may use any of the equipment in the kitchen.
- You will need to bring your own tea towels.
- The hirer must wipe down kitchen work tops, warming cabinet, and oven afterwards if used.
- Children under 16 years of age must not use the kitchen equipment.

Decorations

You must not use drawing pins, tape or Blu-Tack on walls or other surfaces.

Bouncy castles

Our insurance policy does not offer any cover in respect to accidents related in any way to bouncy castles and other inflatables. The owner/hiring company must provide evidence to the bookings secretary that cover is in place in case there is a fault with the inflatable that causes an injury or property damage. The party who is supervising the use of the inflatable must have their own public liability insurance to cover its use.

A hirer must not bring in a bouncy castle / inflatable to the hall without written confirmation of insurance cover and obtaining the permission of the LVH (CIO)

Alcohol

No alcohol is to be sold unless the hirer provides evidence that a Temporary Event Notice (TEN) has been obtained from Rotherham Metropolitan Borough Council. Before applying for a TEN permission must be given by LVH(CIO)

Cleaning

The hall should be left clean and tidy after the hire period so that everything is in order for the next user.

Leaving the hall

Please make sure you close windows, turn off lights and appliances, and return any keys as previously arranged with the booking's secretary. **Please ask your guests to leave quietly at the end of your event to avoid disturbing the local residents.**