

# Charminster Village Hall

## Booking form

Hirer's name	
Organisation <small>(where applicable)</small>	
Address	
Email	
Contact Tel No	

Brief Description of Hire				
Frequency <small>(Circle as appropriate)</small>	Single	Weekly	Monthly	Other
Day and Date <small>(Where weekly or monthly, give date first required)</small>				
Time of session <small>(Circle as appropriate)</small>	9am – 1pm	1.30pm - 5.30pm	6pm - 10pm	

### Hire Charges

Hire charges for Main Hall:

- £30.00 per session (Charminster residents)
- £40.00 per session (Non-residents)
- £35.00 Sat/Sun (Charminster residents)
- £50.00 Sat/Sun (Non-residents)

Hire charges for Graham Shaw room:

- £10.00 per session (Charminster residents)
- £20.00 per session (Non-residents)

Please note all lighting and heating charges are included in the hire charge. The hall is fully licensed and there is an option to extend the hire time up to midnight.

**Deposit:** A deposit of £100 is required to secure the booking. A cheque for £100, payable to Charminster Village Hall, must accompany this booking form and will be returned subject to any loss or damage.

**I confirm that I have read and understood the following documents relating to Charminster Village Hall:**

Standard Conditions of Hire

Information Sheet for all Hirers

Signature of Hirer	
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Date	
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### Information for Hirers

#### Heating

In the West Hill lobby and the Graham Shaw room there are off-peak storage heaters. They are monitored regularly. Do not alter their settings or mains switch.

In the main hall there are two large off-peak storage heaters, also monitored regularly. Do not alter their settings or mains switch.

The small heater in the kitchen is controlled by a sensor. Do not alter its settings or mains switch.

The other heaters in the main hall are controlled by a movement sensor which switches them on as soon as the hall is occupied. The temperature is controlled by the small thermostat sited at the south end of the hall, beneath the noticeboard, which is generally set to 15 degrees.

This can be increased to suit your requirements. The heating is very efficient! We suggest you start with a lower temperature than you anticipate will be needed and then turn it up if necessary. A full hall of active people will probably not need the thermostat set much higher than 18 degrees.

#### Lighting

West Hill inner porch and outside lantern - operated by switches in the porch. There is also a timed exit switch (with instructions) which lights the steps as you leave.

West Hill lobby, Graham Shaw room and WCs - operated automatically by sensors.

Kitchen lights - switch to the left of the door as you enter.

North Street lobby - two-way switched from beside the North Street door and inside the main hall.

Main hall up-lights - two-way switched from both ends of the hall.

Main hall down-lights - switched from the south end of the hall.

Please note that the main hall lights are energy-saving fittings and take a short while to reach full brilliance. If the downlights are switched off and then on

AGAIN, they will take a few minutes to recover before they begin to burn. This is normal – they are not faulty!

#### Parking

There are no dedicated parking spaces for hall users on North Street or West Hill. People attending meetings or events should be encouraged to park in The Square outside the Three Compasses or in the car park outside the Community Hall. The Highway Code says drivers should not park within 10 metres (32 feet) of a junction, except in an authorised parking space.

Drivers may park temporarily outside the North Street door to load and unload equipment for meetings. This is also the designated entrance for people with disabilities.

#### Fire prevention and emergency procedures

- Exit doors must remain unlocked while the hall is in use and these fire exits must remain clear at all times.
- No portable heaters or naked flames are allowed in the Hall. Candles must be specifically authorised by application to the Committee.

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- Only one appliance plug is to be used on any one electrical socket.
- Read the fire evacuation procedure displayed in the Hall and understand where the exits and assembly point are located.
- At the start of each hire session, ensure occupants are aware of evacuation procedures and assembly point. Be aware of the positions of fire extinguishers, including CO2 for electrical fires. There is a fire blanket in the kitchen.
- There is no land line telephone at the Hall. A mobile phone is essential to allow the alarm to be raised in the event of an emergency. Dial 999 for Fire Rescue.
- If you discover a fire, sound the nearest fire bell (there are two).
- Ensure every occupant leaves the building, giving assistance where necessary to the elderly and/or infirm.
- When you are certain the Hall has been completely evacuated, close the outside doors to try and contain the fire.
- Check the number of people evacuated and be able to confirm to the Fire Rescue Service that no-one remains in the building

### **Before leaving the hall, hirers must:**

- Leave the chairs around the main hall unstacked or put them away in the cupboard.
- Put all tables back into the table cupboard and close all windows.
- Sweep the main hall floor and dispose of sweepings in the kitchen waste bin.
- Check that all toilets are flushed, and all taps turned off. Please do not put soiled nappies down the toilets; take them home with you.
- In the kitchen, leave wet tea towels on one side for washing. Clean cooker/fridge if they have been used and leave ready for next Hirer.
- All rubbish is to be placed in black bags (kept under kitchen sink) and removed from the premises. Please take it home, ready to recycle.

### **Please remember when you vacate the premises to:**

- Turn main hall heating thermostat down to 15 degrees;
- switch off ALL lights;
- close and ensure ALL outside doors are locked.

**THANK YOU FOR USING CHARMINSTER VILLAGE HALL**