



Milford Village Hall

Portsmouth Road Milford GU8 5DS

Managed by Milford Village Hall Management Committee
on behalf of the Milford Village Hall Fund

INFORMATION FOR HIRERS HANDBOOK

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1. Access and Departure from the Building

Please follow the checklist for arrival and departure from the building displayed on the front door. As a reminder:

On arrival:

- ✓ Ensure all fire exits are clear
- ✓ Illuminate the fire signs (switch located in the main lobby)

On departure:

- ✓ All doors and windows are closed and locked where appropriate
- ✓ Kitchen equipment is clean and switched off
- ✓ All rubbish is removed and placed in the bin outside the front door
- ✓ Dishwasher is empty
- ✓ Fridge has been cleared, if used
- ✓ Switch off fire signs (in main lobby)
- ✓ The front door is securely locked and the key returned to Milford Post Office during opening hours (where applicable)

2. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public on the Property or its curtilage to the Bookings Manager as soon as possible and complete the relevant section in the MVH Accident Book. Any failure of equipment belonging to the MVH or brought onto the Property by the Hirer must also be reported as soon as possible.

3. Age

The Hirer must ensure that an adult is present at all times during a hiring period.



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4. Alcohol

The Hirer is responsible for ensuring that alcohol is not consumed by people under the age of 18.

5. Alterations

No alterations or additions may be made to the Property nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the Property without the prior written approval of the Bookings Manager. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of the MC, remain in the Property at the end of the hiring. Any such fixture, fitting or attachment will become the property of the MC unless removed by the Hirer by the end of the day or, as the case may be, the last day of the Period of Hiring who must make good to the satisfaction of the MC any damage caused to the Property by such removal.

6. Animals

The Hirer must ensure that no animals or birds, except assistance animals, are brought into the Property, other than by express permission of the MC. No animals may enter the kitchen at any time.

7. Cancellation

- (a) If the Hirer wishes to cancel the booking before the date of the event and the MC is unable to source an alternative booking, a refund will be at the discretion of the MC.
- (b) The MC reserves the right to cancel the Hiring Agreement by written notice to the Hirer in the event of:
 - The Property being required for use as a Polling Station;
 - The MC reasonably considering that such hiring will lead to a breach of hiring conditions;
 - The Property becoming unfit for the use intended by the Hirer;
 - An emergency requiring use of the Property; or
 - The Property having to be closed for necessary repair.

And in any such case the Hirer shall be entitled to a refund of any hiring fee and deposit already paid, but the MC shall not be liable to the Hirer for any resulting direct or indirect loss or damages thereto.



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8. Car Parking

There is space for parking for 51 cars plus 2 disabled spaces in the hall car park. Please be aware that this car park is used by other members of the community and is not for the exclusive use of the hall users. In particular be extra cautious that during school drop off and pick up times the hall car park can be busier than normal. There is an additional chargeable car park opposite the shops in Church Road and also free car parking on residential streets.

Owners of vehicles park their cars in the village hall car park at their own risk. We are unable to accept responsibility for any loss or damage caused to vehicles. There is no CCTV in use in the car park.

Hirers should consider whether parking marshalls are required when there is heavy use of the car park to ensure safe entrance and exit onto the Portsmouth Road and also for users to follow the one way system in the car park.

9. Cleaning

Brooms, mop and bucket, dustpan and brush and other cleaning equipment are located in the kitchen. A Hoover and a large floor broom for the hall are located in the lobby cupboard. The lobby cupboard also contains a number of yellow cable trays that hirers should use for trailing cables.

10. Contact Information

Management Committee

Chair	Mrs Liz Simmons chair.milfordvillagehall@outlook.com Mobile: 07876 015768
Treasurer	Mr David Couper davidmcouper@googlemail.com
Bookings Manager	Mrs Sue Allen bookings.milfordvillagehall@outlook.com Mobile: 07930 426275
Secretary	Mrs Helen McSheffrey
Dioscesan Representative	Mrs Maddie Murray



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Witley & Milford Parish
Council Representative

Mr Robin Lucas
robin.lucas@witley-pc.gov.uk

Other Members

Ms Nicole Robin
Ms Saskia Robin

Trustees

Chair

Mrs Kathy Smyth

Members

Mr William Edwards
Mr Peter Herring
Mr Charles Secrett

11. Dangerous and Unsuitable Performances

Performances involving danger to the public or of a sexually explicit nature must not be given on the Property.

12. Data Protection and Privacy

The Hirer agrees to abide by the Data Protection Policy provided by the MC that is available in the Information for Hirers file and on the Village Hall website.

Hirers are advised that the MC maintain details of hirers on their database and may also hold other details such as email addresses and telephone numbers on other devices or system for the purposes of managing their hall booking. This data will not be shared with any other party(ies) without the explicit written prior consent from the hirer.

Milford Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to seven years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Chair of the Management Committee, contact details for whom are available in the Information for Hirers handbook.

13. Disorderly Behaviour

No disorderly behaviour shall be permitted on the Property. Hirers should ensure that guests are considerate of neighbours when leaving after an event. Alcohol must not be served to any person under the age of eighteen. No illegal drugs may be brought onto the Property.



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14. Electrical Appliance Safety

The Hirer must ensure that any electrical appliances brought by them onto the Property and used there shall be safe, in good working order and used in a safe manner.

15. End of Hire

The Hirer shall be responsible for leaving the Property and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced or an additional charge may be made commensurate with these requirements.

16. Equipment

The hall has:

Furniture:

28 large collapsible tables (69cm x 180cm)
22 small collapsible tables (69cm x 90cm)
100 blue stackable chairs

These are stored in the storeroom off the Main Hall. Great care should be used in removing and returning the chairs and tables, using the chair stacker where appropriate. Please follow the stacking guidelines in the storeroom.

Please also ensure that table tops are cleaned prior to returning to the storage cupboard ready for the next user.

Kitchen Equipment:

2 x kettles
2 x water urns
1 x dishwasher
1 x electric cooker (large fan oven, small conventional electric oven, five gas burners)
Cups and saucers
Plates
Cutlery
Mugs
Tumblers

Please ensure that any crockery and cutlery is cleaned and dried before departure. Please do not leave items in the dishwasher.



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Audio Equipment:

A detailed list with instructions for use of the audio equipment is included in this handbook.

Please notify us if there are any breakages/faults during your booking by completing the relevant entry in the red faults book located in the kitchen.

Other:

There is a fully tuned Strohenger grand piano located on the stage.

All tables and chairs should be stored as directed by the displayed notices. In particular, chairs should not be stacked higher than directed. Any damage to equipment should be notified using the appropriate folder available in the kitchen.

Hirers are advised to move furniture in manageable quantities and be aware of good practice.

17. Explosives and Flammable Substances

The Hirer must ensure that:

- (a) Highly flammable substances, such as straw bales, are not brought into or used in any part of the Property;
- (b) Candles and other naked flames are not used on the Property;
- (c) No internal decorations of a combustible nature shall be erected in the Property without the cost of the MC. No decorations are to be put up near light fittings or heaters in the Property; and
- (d) There is no smoking in the Property.

18. Film Shows

The Hirer must ensure that appropriate restrictions are in place to ensure that film classifications are adhered to and that any necessary licenses for the showing of such media are in place.

19. Fire Safety

On arrival at the hall please ensure that you turn on the switch in the main lobby to illuminate the fire exit signs. Ensure that all fire and other exits are clear of obstruction.

In advance of an event, please point out the fire exits for emergency evacuation and the need in the event of a fire evacuation to assemble in the car park or other safe area.



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Please read the Fire Policy in this file, making particular note of the emergency evacuation plan.

The location of fire equipment is shown on the fire equipment plan enclosed in this handbook. The exact location of these items should be noted before the Property is occupied. Only persons trained to use the fire extinguishers should do so unless it is absolutely safe for you to do so and you feel competent to use them.

20. First Aid

A basic first aid box is located in the kitchen. If using items from this box, please note these in the notices folder located in the kitchen.

A defibrillator is located outside the main entrance lobby to the village hall.

In the event of an accident please complete the accident book and advise the Bookings Manager so that an assessment can be completed.

21. Fly Posting

The Hirer must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Property and shall indemnify and keep indemnified the MC and trustees against all actions, claims and proceedings arising from any breach of this condition.

22. Hall Dimensions

The hall size is: 13.8 x 10.6m (45.3 x 34.8ft)
Stage: 10.5m x 4.8m (34.5 x 15.7ft)

Projection screen available above stage as well as a public address system and hearing loop.

23. Health, Safety & Hygiene

The Hirer must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.



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The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring;
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc;
- Do not work on steps, ladders or at height until they are properly secured and another person is present;
- Do not leave portable electrical or gas appliances operating while unattended;
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested;
- Do not attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided;
- Do not stack more than eight chairs;
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool;
- Do not allow children in the kitchen except under close supervision (eg for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running;
- Do not allow children on the stage except under close supervision;
- Wear suitable protective clothing when handling cleaning or other toxic materials;
- Report any evidence of damage or faults to equipment or the building's facilities to the Bookings Manager; and
- Report every accident in the accident book to the Chair;

Be aware and seek to avoid the following risks:

- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately;
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors – these areas should be kept clear at all times to enable emergency evacuation if required;
- Use adequate lighting to avoid tripping in poorly lit areas;
- Risk to individuals while in sole occupancy of the building (see Lone Working Policy);
- Risks involved in handling kitchen equipment, eg cooker, water heater and knives; and
- Creating toppling hazards by piling equipment, eg in store cupboards.

24. Heating

The heating for the hall is set automatically and should not be adjusted. If you experience issues with the temperature in the hall please contact the Bookings Manager.



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The Hirer must ensure that no additional heating appliances are used on the Property without the consent of the MC.

25. Hire Period

Please ensure that hirers advise any outside caterers, contractors, guests or other attendees during the period of hire that they will not be able to enter before or leave after the hire period stipulated on the Hire Agreement.

26. Inflatable Devices (eg Bouncy Castles)

It is the responsibility of the Hirer to ensure that public liability insurance for use of an inflatable is in place, especially if they are supervising the use of an inflatable, and not the supplier. MC does not provide any insurance for the use of inflatables and cannot accept any responsibility in the event of an accident.

The Hirer is responsible for ensuring that the supplier of the equipment has appropriate insurance.

When booking the Hirer must declare on the Hire Agreement that they intend to use an inflatable. This declaration will imply a commitment that:

- The inflatable will be supervised at all times by an adult (over 18);
- Public liability insurance will be obtained and must be confirmed to the Bookings Manager prior to the event together with a copy of the policy. The MC reserve the right to cancel a booking if appropriate evidence is not provided in advance;
- The Hirer follows any and all instructions provided by the supplier and/or manufacturer of the inflatable; and
- The inflatable must not interfere with and/or obstruct any parts of the building, ie ceilings/lighting, curtains or fire exits or damage floor surfaces.

27. Insurance and Indemnity

(a) The Hirer shall be liable for:

- The cost of repair of any damage (including accidental and malicious damage) done to any part of MVH including its curtilage and contents;
- All claims, losses, damages and costs made against or incurred by the MC and trustees, their volunteers, employees, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the Property (including the storage of equipment) by the Hirer; and
- All claims, losses, damages and costs made against or incurred by the MC and trustees, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the Property by the Hirer



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and, subject to sub-clause (b), the hirer shall indemnify and keep indemnified accordingly each trustee of the MVH, each member of the MC and any employees, volunteers, agents and invitees against such liabilities.

- (b) The MC may, in its discretion, take out insurance to insure the liabilities described in sub-clause (a) above.
- (c) Where the MC does not insure the liabilities described in sub-clause (a) above, the Hirer must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to the Bookings Manager. Failure to produce such policy and evidence of cover will entitle the MC to terminate the Hiring Agreement forthwith.

28. Licences

The Milford Village Hall Premises Licence is displayed in the kitchen and a copy is included in this Handbook.

Alcohol

Our Premises Licence does not cover the sale of alcohol. If alcoholic drinks are included in a charge for entertainment in advance or on the door this constitutes the sale of alcohol, as does payment for drinks by the glass, bottle etc.

If any Hirer wishes to supply alcohol for a charge of any sort they must first obtain specific permission from the Bookings Manager, and then apply to Waverley Borough Council for a temporary Entertainment Licence. It is important to allow sufficient time for the process.

Music and Performances

The Premises Licence lists and authorises various activities relating to music and performances from 8.00am-23.30pm Monday to Sunday. If any hirer wishes to carry out such activities at other times they must initially ask for permission from the Bookings Manager and then apply to Waverley Borough Council for a Temporary Entertainment Licence. However, this is not required if music is incidental to another activity (eg background music for an exercise class).

Hirers may also require licences from the Performing Rights Society in relation to copyright material and/or the Phonographic Performance Ltd. These are separate from Premises Licence matters and hirers should consult these organisations to ensure they comply with licensing requirements. The Hall does hold a Music Licence (including PPL and PRS) that gives us permission to play the vast majority of commercially available music (terms and conditions apply).



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29. Noise

The Hirer must ensure that a minimum of noise is made on arrival to and departure from the Property and comply with any other licensing condition for the Property. Our hall is located in a residential area and we would like our hirers to minimise any disturbance to our neighbours, particularly during the evening.

30. Power

The main power circuits for the right hand side of the hall are located on the right hand wall of the stage. The main power circuits for the left hand side of the hall are located on the wall of the kitchen. We would advise that in the event of power issues hirers contact the Bookings Manager immediately and not attempt to rectify any power issues themselves.

31. Public Safety Compliance

- (a) The Hirer must comply with all conditions and regulations made in respect of the Property by the Local Authority, the Licensing Authority or other responsible body, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by Children and Young People.
- (b) The Hirer acknowledges being aware of the following matters, instructions for which are included in the Information to Hirers Handbook:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Property;
 - The location and use of fire equipment (which is shown on the plan in the Information for Hirers Handbook);
 - Escape routes and the need to keep them clear;
 - Method of operation of escape door fastenings; and
 - Appreciation of the importance of any fire doors and of closing all fire doors in the event of a fire.
- (c) In advance of an entertainment, play or other event the Hirer must check the following items:
- That all fire exits are unlocked;
 - That all escape routes are free of obstruction and can be safely used;
 - The fire exit signs are illuminated;
 - That there are no obvious fire hazards on the Property; and
 - That they have pointed out to those present the fire exits for emergency evacuation and the evacuation assembly point in the car park.



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(d) Where the Hirer brings onto the Property any items that may pose a public risk they acknowledge that they have informed the Bookings Manager and that they have read and will abide by the guidance in the information provided by the Royal Society for the Prevention of Accidents published on their website – www.rosipa.com.

(e) The Hirer must ensure that the maximum number of people does not exceed the following:

- Main hall:
Standing only – 175
Seated at tables – 90
- Meeting rooms:
Standing only – 10
Seated at tables – 12

32. Repairs

In the event of repairs or replacements being required, please complete the red folder located in the kitchen or advise the Bookings Manager as soon as possible.

33. Rights

The Hiring Agreement constitutes permission only to use the Property during the Period of Hiring and confers no tenancy or other right of occupation to the Hirer.

34. Rubbish

There is an internal waste bin located in the kitchen together with spare black bags in the base. The external waste bin is located to the right of the main front door. The key for the external waste bin is hanging on the cupboard door in the kitchen. Please ensure the bin is securely locked after use to prevent unauthorised tipping or arson.

35. Safeguarding

It is the responsibility of the Hirer to ensure the safeguarding of young people and vulnerable adults using the Property during the Hire. A copy of the Safeguarding Policy is enclosed with this handbook.

At no time should unsupervised young people or vulnerable adults be allowed access to the stage area.



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36. Sale of Goods

The Hirer must, if selling goods on the property, comply with relevant legislation and code of practice used in connection with such sales.

37. Smoking and Vaping

The Hirer must, and shall ensure, that the Hirer's invitees comply with the prohibition of smoking or vaping on the Premises. Any person who breaches this provision shall be asked to leave the Property.

38. Spillages

Hirers should ensure that any spillages are mopped up immediately to avoid slips by hall users. A mop is available for this purpose located in the kitchen.

39. Stored Equipment

- (a) The MC accepts no responsibility for any stored equipment or other goods brought onto or left at the Property, and liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part or a day at the hiring fee per hiring until the same is removed.
- (b) The MC may use its discretion in any of the following circumstances:
 - Failure by the Hirer either to pay any charges in respect or stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended; and
 - Failure by the Hirer to dispose of any equipment or other goods brought on to the Property for the purposes of the hiring. This may result in the MC disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing or the same.

40. Television

The Property does not have its own television licence. The responsibility for ensuring a licence is in place if the Hirer wishes to use services requiring a television licence lie with the Hirer.



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41. WiFi

The WiFi access information for the hall is:

User Name: TALKTALKKA8751E
Password: XPTHCQUA

We would bring your attention to the user information for the wifi that is contained in the Hirer's Agreement, a copy of which is enclosed in this handbook.