

NOTICE TO HIRERS: CARNON DOWNS VILLAGE HALL

1. The official licensee of the village hall is now Feock Parish Council, the Hall's custodian trustee; **but you, as hirer of the hall, are deemed to be, for the duration of the period during which you hire, the 'nominated person' responsible for pursuing the licensing objectives laid down by Carrick District Council, viz:**
 - 1.1 the prevention of crime, disorder and public nuisance(including illegal use of drugs or proscribed substances)
 - 1.2 ensuring public safety - particularly that of any children attending a function.

Public Nuisance

2. Excessive noise should be avoided and the playing of music, singing, acting or dancing is not allowed outside the hall; **nor may children play in the Hall grounds or on the car park.** The hall must not be used after midnight and all music, dancing, and singing must stop at **11.30pm.**

Safety of Hall Users and Neighbours

3. We cannot allow, for fire safety reasons, barbecues, bonfires or fireworks in the grounds of the hall. Smoking of any sort is not allowed inside the hall.
4. For public safety reasons, the maximum number of people occupying the main hall, at any one time, must not exceed 104 seated (or 130 if not seated) and, in the annexe, 64 seated (or 70 if not seated).
5. You should note that there is no public telephone at the hall but there is a public telephone box about 100yards down the road in case of emergencies. In case of minor accidents, there are first aid boxes in the main hall kitchen and above the kitchen working surface of the annexe.

Action in the event of a fire in the hall or adjacent buildings:

6. A new electrical fire alarm system has recently been fitted to the building and details of how to operate this together with all relevant information will be forwarded following confirmation of any bookings.

Heating, Lighting and the Hi-Fi System

7. Heating in the main hall is controlled by a switch on the wall adjacent to the fire doors. Heating in the Annexe is controlled by a switch on the wall above the sink and to the right. In the main hall, there are fan-assisted radiators to boost the heating in wintertime but please note that these will not work until the normal central heating water has reached a given temperature. There is a system of spot lights in the main hall and also a hi-fi system which is on the right-hand side of the stage.

Catering

8. Whilst there are facilities in the main hall kitchen for making hot drinks, reheating and keeping hot brought-in refreshments, it is not usual for meals to be cooked from scratch. There are facilities for making hot drinks in the annexe. There are no refrigerators in either part of the hall.
9. Please note this change in rules: **alcoholic drinks may be consumed at hall functions but not sold**. The cost of making/buying brought-in food/non-alcoholic drinks or food cooked on the premises may be recouped but you should not sell any refreshments for profit, other than in support of a charity.

Keeping the Hall in Good Order and Locking Up

10. The hall management committee does employ a part-time caretaker, but it would be much appreciated if you could leave the hall (including the cooker, food warming cabinet, crockery etc) as clean and tidy as possible after your function. The dustbins are located just outside the external door of the main hall kitchen. Chairs and tables (which should be wiped clean) should be stacked where you find them after your function, You will note that most of the Hall chairs are colour-coded: red for the main hall and blue for the annexe. If you move chairs from the main hall to the annexe or vice versa, please replace them in the appropriate room. Ladies are asked not to wear stiletto heels in the main hall and please do not drag tables and chairs around on its wooden floor; as the floor is lightly sanded, cleaned and revarnished every year and marks quite easily.

Access and Locking up procedures

11. Information on the collection of keys and securing the Hall will be provided when a booking is confirmed.
12. Deposit & Cancellation Rules: when the Hall is booked for an event or a series of events, whoever books the Hall should forward a non-returnable deposit of 10% of the cost of the booking/bookings. In the case of cancellation of a single event this should be notified to the Letting Secretary as soon as possible prior to the event. In the case of a series of events being booked, four weeks notice should be given.

Disabled Access to the Hall and its Facilities

13. There is a wheelchair access slope positioned against the external threshold of the double fire doors to the main hall assembly room, easily accessed along a straight path leading from the level disabled parking area. Also the threshold to the Annexe does not pose an access problem.