

Mancetter Memorial Hall

Charity Number 522964

Old Farm Road Mancetter, Atherstone, Warwickshire. CV9 1QN

Tel: 01827 714989

Email: enquiries@mancettermemorialhall.co.uk

Website: www.mancettermemorialhall.co.uk

CONDITIONS OF HIRE 2016

NO SMOKING POLICY / ALCOHOL RESTRICTIONS

Smoking including E cigarettes and Vaping is strictly prohibited in the building including the entrance hall, front porch and toilets. You can bring your own drinks but sale of Alcohol is strictly forbidden unless you have an Alcohol Licence from the Borough Council and a copy is required before your event.

DECORATIONS

Whilst we appreciate those holding private parties, weddings etc. like to decorate the hall with posters, banners and balloons etc. in view of the damage it can cause, you are **only** allowed to use blue tac on any of the walls.

OUTBREAK OF FIRE AND MEANS OF ESCAPE

The fire brigade shall be called to any serious fire and any outbreak however slight must be reported to the Emergency Contacts displayed in the hall as soon as possible. In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits.

The exact location of the fire exits and extinguishers **MUST** be noted before the hall is occupied and these should be made known to your guests. All means of exits from the premises **MUST** be kept free from obstruction, making them available for instant free public exit if needed.

CAR PARKING

The hall car park will accommodate a good number of cars if parked sensibly. The run up leading to the main entrance however **MUST** be left clear for emergency vehicles and **MUST** not be obstructed.

HEATING

Please ensure that the heating is put back down to 18 degrees at the end of your event, that the water boiler for drinks is on standby and the water supply to the dishwasher is switched off. Portable heating appliances not supplied by the hall are not permitted.

HALL ENTERTAINMENT LICENCE

The entertainment licence is until **11pm ONLY** due to the proximity of the nearby houses; this will coincide with the end of your period of hire. **After that, only those clearing up should be in the Hall.**

CONSIDERATION OF OTHERS

The playing of very loud music in the hall can be offensive to neighbours if any of the doors are kept open, particularly in hot weather. Users are therefore asked to turn down the volume if the doors are being kept open during the function. Please ask your guests to leave quietly at the close of your event - car doors banging and loud talk in the car park can be disturbing to local residents.

CLEARING UP / DAMAGE

Please leave the Hall clean and tidy after your function by **sweeping up; putting away all tables and chairs carefully to avoid scratching the floor, and by placing all rubbish in the large green bin to the side of the building. If you leave the premises before your scheduled closing time and the Caretaker has not yet arrived, please close the front door behind you as it self-locking. Any Damage to the building, furniture, fixtures and fittings resulting from misuse will be charged for.**

QUERIES

Any queries should be addressed to the Bookings Secretary on 01827 714989. We do hope that your event is a happy and successful one.