

the village hall on grayswood green

Dear Hall Hirer

We are very pleased that you have chosen to book our Village Hall for your special event, and enclose a hire pack which contains details about the facilities at the Hall and how to operate them. We hope that this information will help you to plan your event to ensure maximum enjoyment for both you and your guests.

As the Hall is set within the heart of the village, it is well-used by different groups, from the cricket club to private parties. It is easy for noise, music, and parking arrangements to have an effect on neighbours, and we would particularly ask you to look at the hire pack for guidance about the ways in which you can respect the community's needs – for example, by ensuring that the hall is clean and tidy when you leave (see checklist), that you vacate the hall within half an hour of the end of the hire period, that music is turned off at 11 p.m. (for an evening event), and that car parking is arranged to leave access to the hall in case of an emergency (see standard terms and conditions of hire).

The Village Hall is managed as a Charity and funding needs to be carefully allocated. If damage is incurred during an event, the deposit paid as part of the hire agreement will have to be withheld.

There is a thorough checklist at the end of the pack, and the standard terms and conditions of hire are found on the third and fourth pages of the pack.

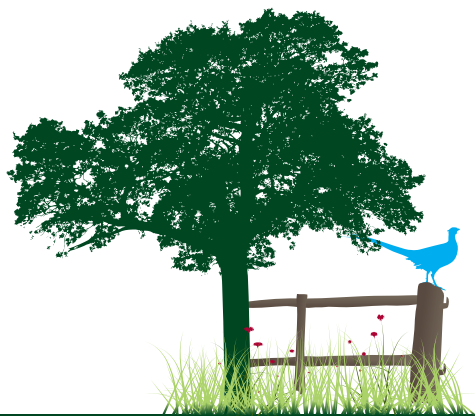
Please do check all the general information in this pack at your leisure, and let us know if you have any queries. We would welcome your comments, and wish you a very enjoyable time at Grayswood Village Hall.

Yours sincerely

Kate Dean

Chair

For the Grayswood Village Hall Management Committee 2023



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Want to pay online?

Our Bank Account Details
Lloyds Haslemere
Sort Code 30-93-94
A/c 00375451

Please reference your booking with the date and time of the hire i.e. for the morning of 29th March 2019 the reference would be 190329am.

Your booking will only be added to our online calendar and confirmed via email upon receipt of this contract.

1	Date of booking:	2	Purpose of hiring:
3	The Hall: Grayswood Village Hall Management Committee, Grayswood Road, Haslemere, Surrey, GU27 2DJ		
4	The Hirer:	c	Address:
a	Contact Number*:		
b	Email address for details of key collection*:	Tick for mail out opt:	
5	Hire fee* : Payable on signature of this agreement, made payable to Grayswood Village Hall : £		
a	Security deposit of £75: (Deposit for Wedding Hire is £400) payable by a second and separate cheque/deposit . This will not be cashed/returned provided all conditions of the agreement are fully observed. In this respect, the Management Committee's decision is final.		
b	Hire Fee (please tick)	Cheque:	Bank Transfer:
c	Deposit Fee (please tick)	Cheque:	Bank Transfer:
6	Date of Hire*:	9am till 1pm	2pm till 5pm
a	Main Hall and Kitchen (Gr Floor):		
b	Oonagh Jeffery Room (1st Floor):		

2 COPIES OF THIS DOCUMENT must be signed and and returned with your payment (see www.grayswood.org.uk/rates for current fees) and deposit to : Grayswood Village Hall, Grayswood Road, Grayswood, Haslemere GU27 2DJ

THIS AGREEMENT is made on the date (1) and between the HALL (3) and the HIRER (4) named below whereby in consideration of the sum(s) mentioned (4): THE COMMITTEE agrees to permit the HIRER to use the premises (6) for the purpose (2) and the period(s) agreed to. THE HIRER (4) agrees with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's ["Terms and Conditions of Hire"](#) for the time being in force as attached (an understanding of which the Hirer acknowledges) together with the "Special Conditions of Hire" set out in the Schedule annexe (if any).

Failure to report a fault/damage at the hall during your hire period will put the responsibility on that user. Please use the Bookings Sec email link on our website to immediately to report any issues

We operate a policy of 'no helium balloons' to avoid loose balloons becoming lodged in the ceiling space which prevents the ceiling fans from being used. If a hirer leaves balloons in the ceiling space, a charge of £500.00 will be made to hire a cherry picker to remove said balloons. Signing this form acknowledges your acceptance of this

Print name:	Sign name:
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Terms and conditions of hire

Nothing to worry about it is just our standard conditions of hire. These conditions recognise that the Village Hall is a community building maintained by volunteer effort to provide an attractive and comfortable venue for groups and individuals to meet at modest cost. The vast majority of our hirers take the same care as we do in ensuring the hall continues to fulfil this role and in protecting the hall and all its users against unfortunate incidents of damage or negligence on the part of hirers. Use of the hall is unsupervised, and there is a duty of care on each individual hiring the hall to ensure the hall is used responsibly and safely.

In these Standard Conditions of Hire, we use "you" to describe the hirer and "us" to describe Grayswood Village Hall Management Committee.

1. When you sign a hire agreement for the hall with us, you agree that it is your responsibility to ensure you and any of your guests or visitors to your event while you are hiring the hall observe these conditions.
2. We will aim to ensure that the hall is clean and in a fit state for you to use at the beginning of your hire period. If you find that the hall is not in a satisfactory state, you should telephone the booking secretary or leave a message on the booking line on the day of your hire or the following day stating the problem.
3. We will provide compensation as follows:
 - a. Hall not left in a fit state by a previous hirer: £15
 - b. Failure of heating, lighting or other mechanical failure rendering the hall unusable: 100% of hire fee
 - c. For other complaints, at our discretion.
4. You agree to respect the hall's strict no smoking policy and ensure that no members of your group or guests or visitors smoke anywhere inside the building.
5. You accept responsibility for the health and safety of your visitors and anyone else using the hall during the period of your hire.
6. You and your visitors agree not to drive or park any motor vehicles on the village green, or on the brick paved area demarked with yellow line adjacent to the hall, which is a fire safety zone.
7. You agree not damage the hall or its property in any way. In particular, you agree not to attach items to the walls or other surfaces of the hall with pins, adhesive tape, glue or other means, or to move any items which have been fixed or secured in place. We operate a policy of 'no helium balloons' to avoid loose balloons becoming lodged in the ceiling space which prevents the ceiling fans from being used. If a hirer leaves balloons in the ceiling space, a charge of £500.00 will be made to hire a cherry picker to remove said balloons.
8. You agree to report any damage to the hall or any breakages, damage or loss to any hall property during your period of hire to us immediately after the hire, either by telephone or in writing.
9. You agree to ensure that any music or amplified sound cannot be heard outside the hall so that it will be a nuisance to the hall's neighbours, and that noise from guests arriving at or leaving the hall does not disturb our neighbours. In particular, we wish you to observe that there are two private residences immediately behind the hall and many other houses close to the hall that can be affected by excessive noise from the hall. You agree to turn off any music being played at 11pm.
10. You agree to leave the hall clean and in a fit state for the next user. In particular, you agree to ensure that all tables and chairs are put away in the main hall; that all floors are swept and left clean and dry; all kitchen surfaces are clean and dry; that the toilets are left in a clean state and that any litter or rubbish is removed from any of the areas you have used. Please leave the OJ Room furniture set up and not stacked against the walls. Cleaning materials and mops are available for use and are stored in the cleaner's cupboard situated in the hall way. Keys to this cupboard are located in a drawer next to the cooker. It is on a keyring with a white plastic key and labelled CLEANER'S CUPBOARD. The floor mops are labelled for each specific area.



Terms and conditions of hire continued

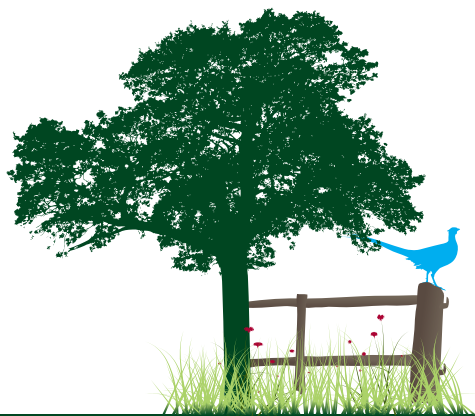
11. You agree to ensure the building is secure when vacating the premises.
12. You agree to vacate the hall within 30 minutes of the expiry of your hire period.
13. You may arrive at the hall 30 minutes before the booked time to set up the room(s), but you are not allowed access to hall outside of the hire period described on your hirer's agreement. Anyone using the hall, or anyone you have engaged to provide equipment and services, such as caterers, must both deliver and collect all their equipment during the period of your booked session only.
14. You are not allowed access to any part of the hall you have not booked and paid for in advance.
15. You may not vary the purpose of hiring without informing us in advance. We reserve the right to cancel bookings where the use is deemed unsuitable.
16. You may not exceed the licensed capacity for the hall, which is 113 persons in the main hall and 30 persons in the Oonagh Jeffrey Room.
17. If you are organising a children's event for children under the age of 16, please note that the ratio of adults to children in a public place, such as the hall, should be a minimum of 2 adults for up to 8 children then one additional adult for each additional 8 children.
18. Alcohol is allowed to be served at your events as long as it is being given to guests. If you wish to sell alcohol at your event you must let the committee know and we will check to see that a Temporary Events notice is available from our yearly quota from the council. Alcohol MUST NOT BE SOLD at the hall without a 'TENS' licence and the full knowledge of the committee.
19. In the event that you do not observe all of the conditions of hire, you agree to pay that pay the balance of any additional expenses or fees after the amount of your deposit has been deducted, to make good any damages or cover additional fees incurred. We agree to determine any additional expenses or fees fairly and describe fully how we have calculated them. Additional fees or expenses may include:
 - a. The cost of repairs or replacement, materials and labour to make good any loss or damage during your hire.
 - b. Any additional cleaning or work required to prepare the hall because you did not leave it in a fit state for the next hirers, at a rate of £20 per hour plus £15 compensation to any groups so affected.
 - c. Any other items determined by us as a result of your failing to observe the conditions of hire.
20. If you have to cancel your booking, we will refund your booking fee minus a cancellation charge of 10% provided you give us at least 31 days' notice. If you cancel with less than 31 days' notice, then we will refund the same amount only if we are able to find an alternative user, otherwise no refund will be made.

By signing our hire contract you agree to abide by all these terms and conditions of hire

Events policy

We do not normally accept bookings for the following activities:

- a. Events involving live bands or amplified music on Sundays.
- b. Events for which admission is charged: please check with the Management Committee.
- c. 21st or 18th birthday parties: please check with the Management Committee.



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We wish to point out the following, so that you are not caused inconvenience or disappointment when booking the hall.

Hire Agreement

Please read the Hire Agreement and the Standard Conditions of Hire carefully. Both are Legal documents and form the basis of a contract between you, the Hirer, and the Village Hall Management Committee. In the event of damage as set out in the Conditions of Hire, or if additional cleaning is needed because of mess left behind, the Committee will exercise its right to withhold all or part of the deposit and may require additional payments to cover costs.

Health and safety

While the Village Hall does everything in its power to ensure the buildings and its contents should present no risk or hazard to users, we remind you that you are responsible for the health and safety of your visitors or guests while hiring the hall. We ask you to take common sense precautions to ensure that the health and welfare of your visitors are not compromised. Common risks to avoid are the ensure that:

- fire exits are not blocked
- fire doors (that includes most internal doors and all external doors) are not propped open
- wires do not trail across the floor where they can be a hazard or that electrical equipment or wiring is placed anywhere it may be exposed to moisture;
- people do not climb on chairs, tables or other structures;
- safety equipment such as fire extinguishers and emergency lighting are not tampered with;
- children and others are not allowed to run in the hall
- children are not allowed in the kitchen at all without careful supervision.

Fire and other emergency

In an emergency, such as fire, standby lighting will come on if there is a power failure. If you feel it is safe to tackle the fire there are 2 extinguishers in the main hall, one in the kitchen and one upstairs, plus a fire blanket in the kitchen. Please read the sign above each to determine what sort of fire they are for. The hall is fitted with crash bars at 3 exits - each is clearly marked with an illuminated exit sign. Ensure that people leave quickly and calmly without stopping to collect belongings.

From the Oonagh Jeffrey Room, the means of escape is via the main staircase and then out through the front door, or otherwise through the main hall and one of the emergency doors. Check that no one is still in the building. Close as many windows and doors as you can on leaving. The emergency assembly point is on the Village Green, at the corner of Lower Road and Grayswood Road - do not assemble on the car park which will be needed by the emergency services. Take a moment to plan how you would evacuate the hall, lead people to safety and call the emergency services should a fire or major incident occur while you are at the hall.

Accessibility

Users with disabilities enjoy flat, step-free access to the main hall and kitchen from the car park and through the front door. All other ground floor exits are also step-free. There is a stairlift operational for access to the OJ room.. A fully accessible WC and shower is available on the ground floor.



We wish to point out the following, so that you are not caused inconvenience or disappointment when booking the hall.

Capacity

Take care not to exceed the licensed capacity of the hall, which is 113 persons in the main hall and 30 persons in the Oonagh Jeffrey room. This is a health and safety requirement and will invalidate the hall's insurance.

Directions

Grayswood Village Hall is located on the A286, Grayswood Road, 1.25 miles North of Haslemere town centre. From Haslemere, follow signs to Guildford. The entrance to the hall car park is on the right at the far side of the village green, immediately after passing the Church on your left. When travelling South from Guildford or Milford, the entrance to the hall is the second driveway after passing the 30MPH speed limit sign and as the road straightens after a steep curve to the left.

Rail Links

The nearest rail station is Haslemere where there is a taxi rank. There is an hourly daytime bus service from Guildford to Midhurst via Haslemere: alight at Grayswood Church from where the Hall is visible across the Green. There is also an irregular daytime service, no 59, which connects Grayswood and Haslemere. Both are operated by Stagecoach Surrey and Hants.

Car parking and the Village Green

The car park adjoining the Village Hall is provided for the users of the hall. Parking is strictly "first come, first served".

This should be done considerately, ensuring that neighbouring properties (inc the White Barn) are not blocked, and access to the main road is always clear. Please park close, to ensure the maximum use of the parking area. **Please do not park on the brick paved area demarked with yellow paint as this is for emergencies. Parking on this area is this illegal.**

Please note that the car park cannot be hired or reserved: other users may have use of the car park. Parking on the green is strictly prohibited. Alternative parking is sometimes available in Lower Road on the other side of the Green.

Car parking at the hall is limited, though there is often space to park on Lower Road, which is a very short walk across the Village Green. We suggest you encourage your visitors to share journeys and vehicles as much as possible.

We please ask that no cars are to park in the middle of the car park thus blocking emergency vehicle access to the hall and its neighbours

Parking on the Village Green is strictly prohibited



We wish to point out the following, so that you are not caused inconvenience or disappointment when booking the hall.

Keys

Entry to the Hall is via the front door. The keys you are given will unlock the 2 barrel locks on the glazed double doors. When leaving, make sure this is properly locked. **Please return the key to the lock box immediately after your hire period.** A separate key unlocks the Oonagh Jeffrey Room, if you have hired this room. Again, entrance is via the main front door.

Losing the keys will result in a £40 fee being deducted from your security deposit

First Aid kits

There are first aid kits in both of the kitchens containing essential supplies but no medication. The kits also contain information about local medical services. **It would be helpful if you could tell the booking secretary if you had to use any item, so that it can be replaced.**

Heating and hot water

The heating is operated remotely and will be set automatically to cover your event. There are ceiling mounted fans in both the hall and the OJ room and these can be operated by a switch; in the hall to the right of the doors onto the terrace; in the OJ room on the left hand side of the main centre window. The fans can be used to help distribute heat in the winter or to cool the air in the summer.

Telephone and WiFi

This can be used to make emergency calls, is located in the downstairs kitchen.

The hall has wifi and the code is clearly written on the wall in the kitchen.

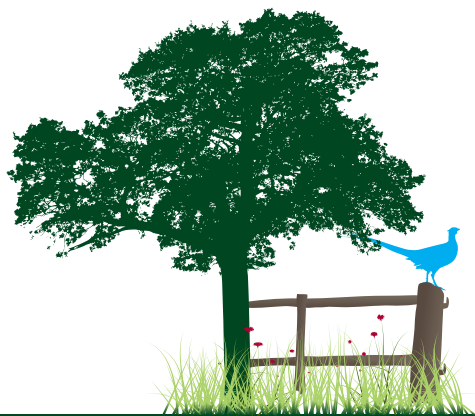
Kitchen.

The main kitchen is hired by whoever hires the main hall.

The cooker is a 7 gas burner hob with electric oven. There is also a domestic fridge/freezer unit and glasses washer plus a dishwasher. Please remove all food etc you have brought with you from the kitchen and especially from the refrigerator. Do not switch the fridge off when you leave. There is a separate kitchen available for users of the Oonagh Jeffrey room for the preparation of hot and cold drinks only. Users of the Oonagh Jeffrey room will not have access to cooking facilities unless these have been specifically arranged in advance, in agreement with whoever is using the main hall.

Crockery, cutlery and glasswear

The hall does not provide these as part of your hire, though we have a small amount of crockery on site - for larger events we recommend hiring these items - **The Hall does not provide any kind of glasswear or cutlery**



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We wish to point out the following, so that you are not caused inconvenience or disappointment when booking the hall.

Rubbish.

There are two mixed recycling bins outside the main entrance to the hall. These are emptied once a week. We ask users not to leave large amounts of rubbish in this bin as it is provided for all our users throughout the week. Please make plans to take your own refuse away.

Please do not leave any refuse next to the bin as the refuse contractors will not pick it up and it may attract vermin. If you do leave rubbish on the floor one of our volunteers will have to move your rubbish instead, for which we may make a charge.

Smoking

Smoking is not permitted in the building or on the terrace however a sand bucket is provided for those who wish to smoke outside and this should be placed outside the left hand gate to the rear of the building.

Tables and chairs

These are stored in the large cupboard to the right of the main entrance to the main hall. There is no charge for their use. There are 120 chairs and 25 tables, please return them to the store after use. Upstairs there are 8 "Boardroom" style chairs and 30 others; there are also 3 expandable tables.

Window Poles

These are kept in the kitchen on the clothes hook. Please close all doors and windows before leaving the building.

Wooden Floor.

The main hall has an attractive sprung maple floor. This can be damaged through carelessness and if that occurs, is very expensive to repair. The floor should be swept after use. A floor cleaner is located in the table and chair cupboard and a dustpan and brush is located in the kitchen store cupboard.

Under no circumstances should you use the vacuum cleaner to clean the floor as this scratches the surface.

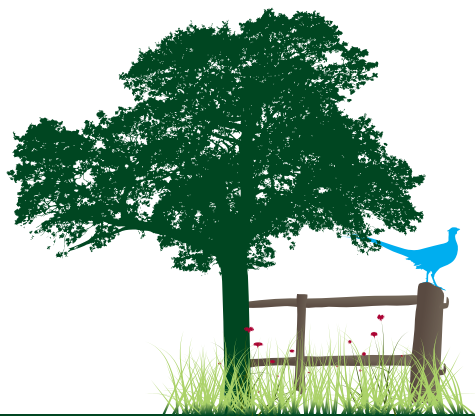
A special mop with dispenser is located in the cleaner's cupboard.
Please take special care not to make the floor too wet when cleaning

If fluids are spilled on the floor, please mop up with paper towels or similar.

Cigarettes should never be stubbed out on the floor – in any case, the hall is a smoke free building and operates a strict no smoking policy.

Viewing the Hall

Viewings can be arranged at a mutually convenient time. Please email the booking secretary.
Photographs, available dates, fees and a full set of information is available on our website, please go to www.grayswood.org.uk



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We wish to point out the following, so that you are not caused inconvenience or disappointment when booking the hall.

Coats

The changing rooms adjoining the Mens' and Womens' toilets may also be used as cloakrooms. Please note that Grayswood Village Hall can accept no responsibility for loss of items from the hall.

Deliveries

If you are using outside caterers or having hire equipment delivered – please be aware that **no provision can be made for caterers to deliver or remove equipment outside the times of your hire of the Hall.**

Items left in the hall

Please note that Grayswood Village Hall can accept no responsibility for loss of items from the hall. All items found in the hall and not belonging to the hall are donated at the end of each month to a local charity of our choosing.

Important considerations while you are using the hall

Please do not park on the brick paved area - marked in yellow - outside the hall. – this is for emergency access.

Please do not release helium balloons into the roof space. This will result in a cost of £500.00 to the hirer.

Keep emergency exits free of obstructions. Please do not allow guests to park down the centre of the car park

In an emergency do not assemble on the car park – this area will be needed by the emergency services.

Please assemble on the Village Green at the corner of Grayswood Road and Lower Road.

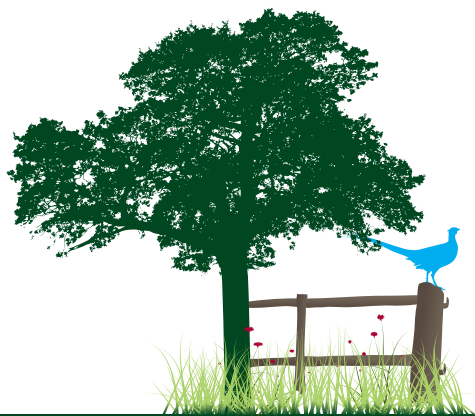
Please do not attempt to reset the heating timer. Use the override buttons to advance the system to "on" or "off" as described in the User Guide. Ideally, controls on the individual radiators should not be adjusted either. Please never turn the radiators below 1 as this may cause frost damage. If you do need to adjust the valves, please leave them on a middle setting so the hall is warm for the next group.

Please consider our neighbours with regard to noise – both with any music you are playing and when guests are leaving. Keeping doors closed will help cut down any noise considerably.

Finally, please remember that there is no resident caretaker; the hall is run and managed by volunteers and we ask all our users to look after the hall, to use it responsibly and to leave it in the state you would wish to find it.

We hope you have a safe, happy and successful event and enjoy using Grayswood Village Hall.

We thank you for choosing to use our hall and hope to welcome you again



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Check out list - Cleaning up afterwards

Please ensure you follow the check out list below - there are also copies up in the hall. The hall should be clean before you leave. There is no resident caretaker and it is up to all users to look after the hall.

Failure to follow the check out list may result in your security deposit being withheld

- 1 All non-hall materials and equipment must be removed (e.g. anything you have hired or brought)
All items found and not belonging to the hall are removed and donated once a month
- 2 Hall floor swept and any spills cleaned up
Mops and buckets are located in the cleaners' cupboard and are clearly labelled for each area; kitchen, toilets etc. The key to the cleaner's cupboard is located in the kitchen.
- 3 All Toilets inc disabled + Changing facilities (if used) cleaned, swept and mopped.
- 4 All Kitchen surfaces wiped down (if used) and floor swept and mopped.
- 5 Lobby carpet, stairs and Oonagh Jeffrey Room (if used) vacuumed.
- 6 Terrace area (if used) swept and cleared of all litter.
- 7 Please also sweep up any cigarette ends outside the front door.
- 8 All windows and doors closed securely.
- 9 Curtains drawn back and left open .
- 10 Cooker burners and oven turned off and checked. Dishwasher run, emptied and drained
- 11 Kettles, hot water urns etc switched off. Please leave main hot water boiler switched on.
- 12 Fridge emptied of anything you brought.
- 13 All lights switched off. Switches in the passage by the kitchen.
- 14 Front door double locked. Check patio doors to terrace. (if used) Return Key to lock box