

Shere Hall Notes for Hirers

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Updated May 2024

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POSTCODE FOR HALL IS

GU5 9HE

GOMSHALL LANE, SHERE

LETTING CONDITIONS

In paying for the hire of the hall I confirm that I have received and accepted all of the terms and conditions set out below

- 1. PAYMENT** The hire fee is due on booking the hall, and your booking is considered firm once payment has been received. A deposit against damage to the hall is due a minimum of 4 weeks prior to the event. Both the fee and the deposit can be paid together if that is more convenient.
- 2. CANCELTATION** in the event that your event has to be cancelled, a full refund will be paid if we receive 8 weeks notice and a 50% refund if we receive 4 weeks notice. Any deposit will of course be refunded in full.
- 3. KEY** The booking secretary will email instructions on how to obtain a key from the key safe by the front door of the hall. Unless otherwise agreed, please replace the key in the Keysafe after locking up. NOTE: if both doors have been opened please ensure that the right hand door is properly bolted.
- 4. LICENSES** are required to carry out many activities in the hall whether or not you are just using it in a private capacity e.g. instead of your home for a party or opening your event to the public. We're licensed for most activities but **not** for the **Supply of Alcohol** or **Events featuring wrestling or boxing**. Please read the [sheet on Licenses](#) and make sure what you want to do is covered and what you need to do if it isn't. The license itself is in the entrance lobby.
- 5. STROBE LIGHTING** is not allowed under the terms of our License.
- 6. FIRST AID** Users of the Hall should make suitable arrangements for the provision of First Aid, suitable for the numbers attending.
- 7. INJURY/INSURANCE** The Management Committee has Public Liability Insurance, but this does not cover injury to people using the Hall who are injured as a result of the activities they undertake or through their own equipment. Insurance against these risks is the responsibility of those using the Hall. It cannot be obtained by the Management Committee.
Note also that property left in the hall whether during the day or overnight is the responsibility of the hirer to safeguard and if appropriate to insure.
If a **bouncy castle** is being hired, please refer to [page 4](#).
- 8. SAFETY** Each user is responsible for taking sensible action to ensure that the Hall is suitable for their activity before starting (e.g. that there are no sharp or otherwise dangerous objects on the floor).
- 9. FLY POSTING** is illegal and hirers undertake not to do it. Those who do so face prosecution by the local authority.

10. **NOISE** Please remember the neighbours and keep noise to a minimum, particularly late at night.

11. **DAMAGE** All loss and/or damage to the Halls and/or its fixtures/fittings/equipment is the responsibility of the hirer/user.9 property and that of the Committee.

11. **BOUNCY CASTLES** We regret that we are not able to permit the use of bouncy castles or other such items in the hall.

12. BEFORE YOU LEAVE

a) **CLEANING UP & RUBBISH** Users must leave the Hall clean and hygienic. **In particular the TOILETS & KITCHEN, including both fixtures & fittings and floors.** Please leave it as you would expect to find it.

If you use the Hall in the evening it should be clean before you leave. The first user the next day may well be in by 6am. leaving you no opportunity to return in the morning.

The rubbish bin in the kitchen has a black sack in it. *More black sacks are under the sink.* When it's full please replace it and put it in the large hinged rubbish container near the steps to Shere Village Nursery on the way to the VillageCar Park. If it's full please take your sacks away with you. The Council will not take them if they're not in the bin.

b) **TABLES & CHAIRS** Please return them to where you found them, following the guidance on the various notices.

c) **WINDOWS AND DOORS** Please make sure all are fastened securely. In particular please check the emergency door to the left of the stage is secure and that both futon doors are secured.

d) **LIGHTS** Please turn them off before leaving. Please don't forget all **external** ones including the one outside the kitchen door. (Note that lights in the toilet corridor are on an automatic timer).

e) **ITEMS LEFT BEHIND** become the property of the Management Committee as soon as users depart, to dispose of as they see fit.

Safeguarding

Please note that you are also responsible for anything happening to yourself, others & the Hall whilst you are using it. These responsibilities are yours from first opening the Hall until locking it properly at the end of your hire/use. In addition you must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When

requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

The booking secretary, Claire Dobson, can be contacted on bookings@sherevillagehall.uk.

LICENSING

LICENSES ARE REQUIRED TO CARRY OUT MANY ACTIVITIES IN THE VILLAGE HALL WHETHER OR NOT YOU ARE JUST USING IT IN A PRIVATE CAPACITY e.g. instead of your home OR OPENING YOUR EVENT TO THE PUBLIC

Licensing Conditions imposed by Guildford Borough Council:

1. The maximum number of people in the hall is limited to **269**
2. **BUT When a TEN is granted [usually to sell alcohol] the numbers allowed in the hall are specified and usually much lower. Discuss your requirements with the Borough Council when applying**
3. The Emergency Exits must never be blocked. There are 3, the main entrance and those in front of the stage, one of which one leads to the toilets. This corridor must never have anything in it except when moving things to & from the hall
4. Laser lighting & effects can only be installed or operated with the express permission of Guildford Borough Council

The table below shows those activities that require a license and which of them our Premises License covers
an 'X' means we're **NOT** licensed

| A license is needed for any of the following: | | From Monday to Sunday we are licensed from |
|---|--|--|
| A | Performance of a play (Indoors) | 9am to Midnight |
| B | Exhibition of films (Indoors) <i>i.e. showing any moving image except the use of a TV receiver to show broadcast TV programmes. We have no Television License, nor can we give you permission.</i> | |
| C | Indoor sporting events <i>except</i> | 9am to Midnight |
| D | Boxing or wrestling | X |
| E | Performance of Live music (Indoors) <i>we hold a license from the Performing Rights Society</i> | 9am to Midnight |
| F | Playing of recorded music (Indoors) <i>we hold a license from both the PRS [Performing Rights Society] and PPL [Phonographic Performance Ltd]</i> | |
| G | Performance of dance (Indoors) | |
| H | Entertainment of a similar description to E, F or G (Indoors) | |
| I | Provision of facilities for making music (Indoors) | |
| J | Provision of facilities for dancing (Indoors) | |
| K | Provision for facilities for entertainment of a similar description to I or J (Indoors) | 11pm to Midnight |
| L | Late night refreshment (Indoors) | |

Supply of alcohol *unless it is genuinely given away. It is not given away if it is:*

1. paid for directly by those consuming it
2. paid for by requesting **or** 'suggesting' donations
3. included in an admission ticket for which a charge is made
4. **or** for which donations are requested **or** 'suggested'

➤ **Tombolas & Raffles** that include alcohol are exempt but no alcohol, including liqueur chocolates, may be handed to anyone under 18 years old, it must be handed to someone over 18.



If you wish to carry out an activity that requires a license but for which we are not covered you must:

- a) Get formal agreement from the Village Hall Management Committee *before*
- b) serving a Temporary Event Notice (*TEN*) on the Licensing Authority which you get from *Guildford Borough Council Licensing Unit* 📞 01483 444371. *There is a charge and the council request **6 weeks** notice. These may be withdrawn up to 24 hours before the event but the fee will not be returned.*

The law limits the number of TENS that may be served for the Village Hall in a Calendar Year, please do **not** assume permission will be given, we may have used up our quota.

Failure to get the Village Halls permission to serve a TEN will result in a real danger of your booking being cancelled on the day with no recompense from and no liability falling on the Village Hall Management Committee.

Failure to serve a TEN on the Licensing Authority lays you open to charges brought by that authority.

Note a licence requires the named applicant to be on the premises at all times and to ensure that the licensing rules are strictly applied.

EMERGENCIES

ACCIDENTS

In the event of an accident during your visit, please add details to the Accident Book which can be found in the medical box in the kitchen.

FIRE EXTINGUISHERS & ALARM

There are several extinguishers to deal with different types of fire. Three on the stage, 2 in the entrance vestibule, 1 under the light switches behind the counter in the vestibule, 1 near the Emergency Exit in the toilet corridor and 1 in the kitchen + a Fire blanket.

Read the Instructions.

The control box for the alarm is in the vestibule. If the alarm goes off please evacuate the hall and only if safe to do so, use the button marked 'Silence/Sound Alarm' to turn it off. The sensor in the kitchen is activated by excess heat.

EVACUATING THE HALL

IN THE EVENT OF THE ALARM SOUNDING, EVACUATE THE BUILDING, CALL THE FIRE BRIGADE IF REQUIRED, DO NOT RE-ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.

There are 3 **EXITS** that may be used to evacuate the Hall

1. The main door through which you gained access to the Hall
2. An emergency Fire Door on left hand side of stage
3. An emergency Exit Door at the end of the Toilets corridor. This is to the right of the stage.

It is vitally important that all of these exits are free from obstruction at ALL TIMES.

If your group includes wheelchair users exit 2 above is the preferred exit for leaving the hall as it provides a level route. However, please use all exits if circumstances dictate otherwise.

In the event of the alarm sounding, leave the Hall by all/any exits and assemble in the car park behind the Hall.

All sensible precautions to avoid the risk of fire must be taken, and in particular, there is to be **no smoking** in the building by hirers, their customers or any

contractors or other people under the control of the hirer. There should be no storage of rubbish in areas that may cause any impedance of escape routes.

Hirers are are requested to be proactive in this area, and any suggestions to make it a safer environment, please let us know immediately (07469 788717).

POWER FAILURE

- The main electricity fuse box is under the counter in the vestibule.
- There are also local fuse boxes in the kitchen and on the stage.

GAS MAINS

On the outside wall is a green meter box for the gas supply which can be seen from the kitchen exterior door.

WATER MAINS

- Mains input is controlled by the Stopcock in the form of a blue switch high up on the right of the stage; use the steps from the kitchen if necessary.
- There's also a valve above the pressurised cylindrical tank near the sink in the Store Room. Turn the blue handle horizontal.

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HOW THINGS WORK

If you would like a demonstration about anything, please ask

HEATING

It is not turned on for you. The controls & instructions are in the room to the left at the back of the stage. Allow at least 30 minutes for the Hall to warm up.

LIGHTING

Bring a torch if you're going to be there after dark. There has no street lighting. It can be surprisingly dark especially in the Village Car Park.

Emergency Lighting kicks in the event of a power cut.

The entrance step is lit by a PIR activated light after dark but this can fail as can the bulb.

If the PIR doesn't work use a torch to go in and turn on the lights. Likewise the keyholder should let everyone out before turning off the lights.

Please ask for a demonstration on turning on the lobby lights from the outside.

INTERIOR LIGHTING

Switches for lights except the main body of the Hall are in the normal position in each room.

Main Body of the Hall.

The ceiling lights are controlled either from the stage (right hand side of the stage) or from the lighting switch box behind the counter in the entrance lobby.

The round lights are operated from the stage. Press the round dimmer knob once and turn slowly to dim.

The Stage Lighting.

Use switches 'Stage', C1, C2, C3, C4 & C5 (stage left).

EXTERIOR LIGHTING

There's an automatic light that comes on by the main door.

The switch inside the wooden box in the foyer, turns on the lights in the lobby, outside the main door, and those lights alongside the outside of the building.

HOT WATER

Available in the Kitchen & Main Toilets. It is provided by an instantaneous gas heater in the kitchen. It takes a little while to reach the GENTS and longer to reach the LADIES.

TEA & COFFEE

There's a kettle, and for larger quantities a hot water boiler. Instructions are on it. 2 x 6 pint and a smaller teapot are stored in the 'TEAPOTS' cupboard under the boiler.

HOT CUPBOARD MOBILE

Instructions on for this are on the wall above it.

COOKER

This 6 hob, 1 large oven gas stove works traditionally. Instructions on lighting the oven, using the grill and a temperature guide are on the wall close by.

WASHING-UP

We provide washing-up liquid and surface cleaners. These are on the window sill to keep them out of the reach of children. A supply of disposable cloths is under the sink.

We do not provide washing-up brushes, scourers etc. or tea towels.

OTHER CLEANING EQUIPMENT

Basic items such as a sponge mop, brushes & dustpans are in the 'CLEANING' cupboard in the kitchen, and in the storeroom on the left as you enter it.

RUBBISH

When the rubbish bin in the kitchen is full, please put it in the large rubbish container near the steps to Shere Village Nursery **on the way to the car park**. More black sacks are under the sink.

TOILET REQUISITES

Paper Towels are not normally provided. The hand driers are automatic except in the kitchen, which has an 'ON' pad on top which needs to be pressed.

DECORATIONS

Hanging Loops are provided at intervals around the Hall.

Please, please DO NOT USE STICKY TAPE etc. as it wrecks the paintwork.

There is a Loop in the middle of the Proscenium Arch on the **stage** side.

Balloons. Please take them down before you leave.

PROJECTION SCREEN

If you want to make use of the screen *which comes down in front of the stage curtain* and have the use of the projector stand, please say so when you book the hall and arrangements will be made to give you access.

TABLES & CHAIRS

These are kept in the store room through the double doors to the right of the stage. Please read the various signs so that you move them safely and please return them after use.

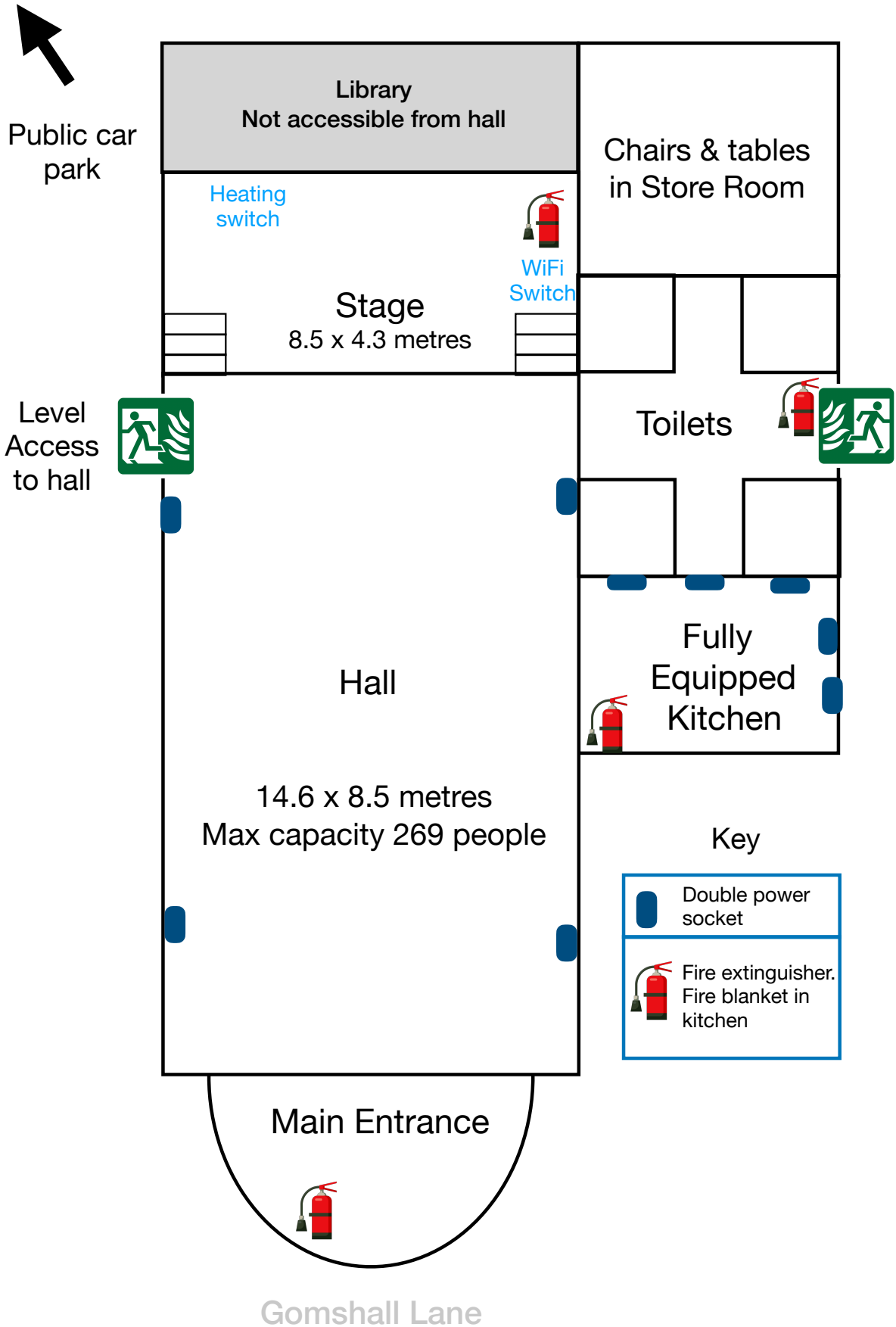
STEP LADDERS

Step ladders are in the storeroom with the table and chairs. Please make sure someone else is stabilising them if you're using them. There are an additional 2 ladders not available for public use.

COATS

On occasion, coats have been stolen from the entrance lobby. It's wise to use the store room or to bring out the hanging rail from the store room into the main hall.

HALL FACILITIES



INSIDE:

The Kitchen has a roll up hatch to the hall and is equipped with:

- Stainless steel double sink & large draining board
- Washing up bowls and drainers
- Stainless steel hand wash basin & electric hand dryer
- Instantaneous water hot water 'geyser'
- 6 burner range & single oven
- 2 under-counter fridges *no freezer compartments*
- Mobile hot cupboard
- Kettle
- Various power sockets
- Water boiler plumbed-in, self-filling with a continuous supply of boiling water
- Crockery & cutlery limited quantities of a miscellany
- Large roll top rubbish bin

Consumables are on the window sill to keep them out of the reach of children:

- 'Fairy Liquid' or equivalent washing up liquid 'Flash' or equivalent Surface cleaner
- Surface sanitizer
- Liquid hand soap

Stored beneath the sinks

- 'J cloths' or equivalent
- White sacks for bins in the toilets
- Black sacks for use in litter bin

We do not provide items such as washing up brushes or tea towels

Toilets

- 2 Unisex Accessible Toilets with alarms
- 1 Nappy changing table in an Accessible Toilet
- 1 Female toilet [3 cubicles]
- 1 Male toilet [3 urinals and 1 cubicle]
- 'Step-up' stools for children in all toilets
- Toilet training seats in both Accessible Toilets

Stage

- Curtained steps from the hall floor
- Proscenium curtains with manual opening & closing gear
- Back and side curtains *please ask if you wish to use them*
- Un-dimmable, fixed position simple stage lighting sufficient for most activities [2 x 3 300w bulb linear floods, 2 x 500w fressel/pebble spots].
- 4 other 500w fressel/pebble spots light the hall floor in front of the stage to illuminate say a dance area.

N.B. The hall ceiling will not support a 'glitter ball'

2 general lights

Upright piano [which cannot be moved off the stage down to the hall floor]

The Diamond Jubilee Library may be converted into two changing rooms [each with its own toilet] if required. *Please ask if you wish to use them*

Projector screen & Stand

Screen [manual pull down] 94½ inches squares [240 cm square] mounted above the proscenium arch

Projector stand variable height with 3 platforms, suitable for individual items, e.g. a laptop & projector. [We do not have a projector nor the necessary extension cable(s)].

Require advance notice to be used.

Sound enhancement & loop - *please ask if you wish to use it*

1 lapel radio microphone

Hearing loop

Loudspeakers that may be set in one of two configurations to match the position of the speaker who may be either in front of the stage or against the wall opposite the kitchen. The volume is altered from the back of the hall so that the person controlling it may set the volume to suit those furthest from the speakers.

CD player that also plays recordings stored in MP3 format on a memory stick or on SD cards

Please note: it is not a Public Address system

Power

Stage - 2 double sockets on either side

Hall - 2 double sockets on either side

Furniture & fittings

Tables

24 folding tables 72" long [6'] x 27" wide [2' 3"]
[aprox. 183cm x 69cm]

5 folding tables 36" long [3'] x 27" wide [2' 3"]
[aprox. 91.5cm x 69cm]

[two of these equal one of the larger size]

29 7 on each of 4 trolleys + 1 free standing one

=

Chairs

40 folding stackable blue chairs on a trolley [with separate interlocking]

40 folding stackable burgundy chairs on a trolley [with separate interlocking]

65 aprox. stacking plastic chairs [most with integral interlocking]
and a moving trolley

145 Aprox.

Dining capacity

Is variable depending on the arrangement, proximity of the tables and number of chairs on each. Chevron arrangements are favourites.

Seating around tables it possible to get 8 folding chairs around each of the larger tables but it is cosy. 6 is more comfortable and there is more space on the table for things other than place settings

Garment Rails are available in the storeroom

Stepladders

1 x 10 step

1 x 5 step

1 x 2 step for accessing kitchen cupboards

Music Stand

OUTSIDE:

Street Lighting - Shere has none so bring torches to use after dark.

Limited exterior lighting is provided by 3 bulkhead lights - 1 in the lobby and one at each end of the Hall. They are all controlled by a switch in the lobby.

Limited parking next to the hall. Access is controlled by 2 lockable anti-ram security posts - *please ask if you wish to use it.*

The left hand parking area is for the use of Shere Museum and is not available to hall users

The Public Car Park is adjacent to the hall and independent of the village hall.