

ST MARY BOURNE VILLAGE CENTRE

(Registered Charity No. 301936)

Bookings Secretary:

Miss Angela Cook, Diplands Cottage (near the War Memorial), St Mary Bourne, Andover, SP11 6AR
☎ 01264 738 158 - email: smbvillagecentre@btinternet.com

Caretaker:

Mr Ray Randall, 22 Stevens Green, St Mary Bourne, ☎ 01264 738727, mob: 07733 481774

GUIDANCE TO HIRERS (Abridged version)

The full version is obtainable on request and is displayed in the Village Hall Foyer

FACILITIES:

- **MAIN HALL** - Suitable for functions for up to 230 people depending on the number of tables used; if a sit down meal is provided this number will be reduced to less than 150. Use of the kitchen, stage and 'Green Room' is normally included. If the kitchen is used for preparation of food and/or full bar facilities are provided an additional charge will be made
- **CLUB ROOM** - Suitable for smaller functions and meetings with its own small kitchen.
- **COMMITTEE ROOM** - Upstairs, suitable for meetings, and training classes when the hall is too big. CROCKERY AND CUTLERY is available, please arrange for the cupboard to be unlocked if required.

CLEANLINESS & MAINTENANCE:

A high standard of cleanliness is provided by our caretaker; please use the premises with respect and leave things as you would hope to find them. If, after a late evening session, you wish to leave some clearing up overnight, we request that you arrange to have the place reasonably tidy by 8.30am the following morning. Chairs and tables must be returned to the cupboard and stacked according to the instructions displayed on the cupboard doors and walls. PLEASE DO NOT STICK ANYTHING TO THE EMULSIONED WALLS, NOT EVEN WITH BLUE TACK.

HEALTH AND SAFETY:

Intruder and Fire alarms are fitted in the Hall. Please make sure that you know how to operate them and know where to find the appropriate keys. Information is available from those named above or from any Trustee or Committee member. (Numbers are displayed in the Foyer)

There are restrictions regarding use of certain effects etc. Please read the full version of this document.

Please note that the launching of lit 'Chinese Lanterns' from all parish council land, including the recreation ground, is banned due to potential fire hazards.

LICENCES:

The Management Committee now holds a licence to sell alcohol on the premises. Any hirer who wishes to sell alcohol on the premises is required to apply for authorisation using the appropriate form and a charge is made to offset the cost of the licence. The term 'sale of alcohol' refers to that sold at a bar, at the table or is included in the price of an entry ticket. You do not need authorisation if the alcohol is provided free of charge by the host or if guests bring some in for their own consumption. The committee reserve the right to charge a premium in ALL cases where alcohol is sold or consumed on the premises.

INSURANCE:

The Trustees and Management Committee accept no responsibility for any personal injury or damage to property sustained on the premises except where negligence on their part can be proven. Individuals must insure personal property, and groups must insure their own equipment.

KEYS, BOOKING AND PAYMENT:

Occasional bookings for parties and larger functions must be made on a Booking Application Form and payment is due before or on collection of the key. A deposit is required for weddings and parties.

COMMERCIAL WASTE & RECYCLING:

The Village Centre is subject to a strict refuse & recycling scheme that hirers of the Village Centre need to be aware of. See **Notice** displayed around the Village Centre. There are 2 wheelie bins outside. The **grey bin** is for all non recyclable **Commercial Waste**. The **purple bin** is for **Commercial Recycling** of cardboard, paper, food tins & drink cans, plastic bottles, aerosols etc. All Glass & Bottles must be taken to the Bottle Bank behind the Village Shop (not after 10pm). If non-recyclable waste is found in the purple bin the contents will not be collected. The Village Centre may charge hirers responsible for any work required to rectify such a situation. The same applies if recyclable waste is found in the grey bin. **If the bins are full, the hirer is responsible to take the surplus waste away and dispose of it in a responsible manner.**

Special note for kitchen users

Please note that the Village Centre has an obligation to dispose of all rubbish responsibly and to recycle where possible, and this obligation includes the requirement to place rubbish in the appropriate bin. This means that all users should please follow the guidelines on recycling. The recycling bin in the kitchen clearly states which items should be placed in it and where it is to be unloaded when full. It is very important that users do not put **any** other items in the recycling bins. It is equally important that recyclable items should not be put in the black general rubbish bin as our collection company could refuse to take it.

At the end of your period of hire, both indoor bins should be emptied into the Village Centre wheelie bins outside the hall. The wheelie bins are normally located at the far end of the hall against the fence facing the play area, but it is possible that users may move them to another location around the hall exterior and forget to reposition them. Please note that our bins are labelled and users should not place any rubbish in the bins belonging to the Village Shop or the Bowls Club. We all have to pay for rubbish collection and it is not acceptable to use another organisation's bins. If you cannot fit rubbish into the Village Centre wheelie bins then you are responsible for disposing of it elsewhere.

Thank you for your co-operation.

Arrangements for collection and return of keys must be made in advance. Do not assume that the Bookings Secretary or other key holders will be 'at home' for your convenience just before the booking. On leaving, the HIRER (or a NAMED REPRESENTATIVE) is responsible for ensuring that the Hall is left safe and secure.

AC/MW/20 September 2014