



School Lane
Toft
CB23 2RE

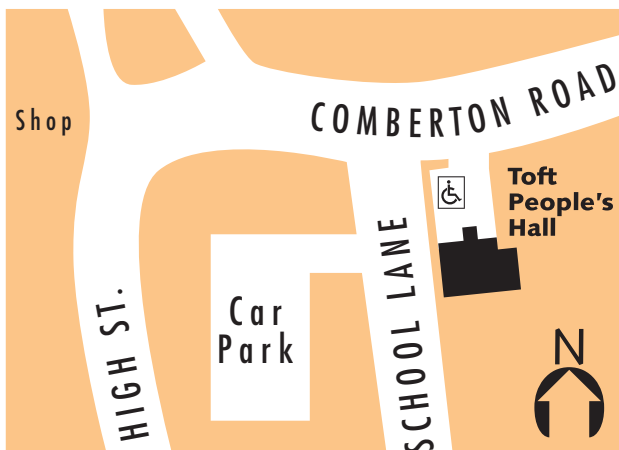
Bookings Secretary

Sally Roberts

Telephone: 01223 262895

Email: tphbookings@toft.org.uk

Toft People's Hall is located in the centre of the village on the B1046 at the junction of Comberton Road and School Lane. Limited parking is available in front of the building but additional parking is available off School Lane: see map below.



GENERAL CONDITIONS OF HIRE

1. Bookings will only be accepted at the discretion of the People's Hall Committee.
2. Hirers are expected to vacate the booked area/s promptly at the end of the hired session. All events must finish by 12.00 midnight.
3. Persons, groups or organisations wishing to hire the Hall's facilities must nominate an individual over 21 years old who must be present at the function or activity.
4. Where the function or activity is intended primarily for juniors (under 18 years) there must be one adult to every 12 juniors in attendance to supervise the group.
5. A damage deposit (refundable) may be required for bookings.
6. The Hall can accept no liability for the loss of or damage to clothing or any other personal property left unattended in the building.
7. The Hall's Public Liability insurance provides cover ONLY against incidents arising from acts or omissions of the Hall. Hirers should, in their own interests consider whether additional insurance cover is necessary.
8. The Committee reserves the right to cancel a hiring in certain circumstances (e.g. essential maintenance, Hall required as a Polling Station).
9. If the hirer cancels a booking before the date of the event and the Committee is unable to find a replacement booking, payment of any fee due shall be at the discretion of the Committee.
10. Bookings may be accepted by telephone or email. New hirers will be required to complete a Booking Form.
11. Payment in advance is required for one-off bookings.

SAFETY

The Maximum number of persons permitted in each area is:

Main Hall with no chairs, plus bar area: 135

Main Hall and bar area with chairs: 110

Main Hall with chairs 72

Bar area 45

Disclaimer: use of stage or tables will reduce calculated standing capacities in the main Hall by 20 to 30 persons.

No decorations, draperies, scenery or other material liable to cause a fire hazard may be brought onto the premises without the consent of the Management.

Fire Exits

These are at the front and rear of the building and via the kitchen. Access to all exits must be kept clear at all times, and exits must be kept unlocked while the hall is in use.

Fire extinguishers are situated as follows:-

Entrance hall and upstairs landing: Water extinguishers for wood, paper and textile fires.

Kitchen: powder extinguisher for electrical and other fires and a fire blanket.

Fire precautions

- the Fire Exit signs are continuously illuminated
- Ensure that the Fire Exits are not obstructed, including the door between the main Hall and the rear fire exit
- Do NOT prop or wedge open any of the fire doors

Fire Alarm

The Hall is fitted with a fire alarm which has detectors and audible alarms in all main areas.

If a fire occurs

- Inform the Fire Brigade using a mobile 'phone (only use the Payphone, situated in the rear lobby, which is free for 999 calls, if it is safe to remain and do so).
- Raise the alarm if necessary and evacuate the Hall.
- Ensure that all members of your group then congregate in the car park.
- Only use a fire extinguisher if safe to do so and you are confident that the extinguisher is the right type for the particular fire.

First aid box

The box is kept in the kitchen.

- *All accidents should be noted in the accident book.*

Electrical equipment

All equipment brought in for use in the Hall must be safe and used in a safe manner.

HIRER'S RESPONSIBILITIES

THE HIRER will:

- be responsible for supervision and care of the premises, the contents, and the behaviour of all persons using the Hall during the period of hire.
- report any damage to the Bookings Secretary immediately.
- supervise car parking arrangements to permit free access for emergency vehicles, and access to the neighbouring property.
- NOT use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire the premises.
- NOT sell alcohol on the premises.
- ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- be responsible for obtaining such licences as may be needed.
- if preparing, serving or selling food observe all relevant food health and hygiene legislation.
- ensure that the minimum of noise is made during arrival and departure from the premises.
- ensure that no dogs, except guide dogs, are brought into the hall.
- NOT allow smoking in any part of the building: in conformity with legislation.

HOUSEKEEPING

Please leave the hall as you would wish to find it - clean and tidy.

Any spills should be mopped up immediately.

Chairs and tables used in the Main Hall should be replaced in the large storeroom. Folding tables should be stacked face to face. Folding chairs should be stacked on the trolley upside down with the fabric seat facing inwards.

Fixed-leg tables in the upstairs rooms should not be moved between rooms. If an extra table is required, a folding table is provided upstairs.

Please do not stick anything to the walls or floor in any of the rooms.

CAR PARKING

Parking in front of the Hall is limited: disabled drivers have priority.

Additional parking is available in the car park off School Lane with access opposite the west side of the Hall.

FACILITIES

Payphone

A payphone, number 01223 264677, is located in the rear lobby.

Heating and ventilation

Heating is controlled automatically and should maintain a comfortable temperature at all times.

The switch for the extractor fan which ventilates the main Hall is in the storeroom.

Ventilation in the upstairs rooms can be obtained by opening the Velux windows.

Sound system

A sound system is installed in the main hall and comprises:-

- Compact disc player.
- Stereo cassette player.
- Radio microphone.
- Induction loop system.

All the equipment will feed the loudspeakers in the main hall and the induction loop system. The equipment and operating instructions are kept in the cupboard with louvred doors.

Digital projector

The digital projector can be hired for an additional charge. It will accept inputs from a laptop computer. A DVD player is provided. Detailed operating instructions are kept in the cupboard.

Flip chart

A flip chart easel and paper can be provided, if requested.

KITCHEN

Children under the age of 16 are not allowed in the kitchen unless under the direct supervision of an adult.

The kitchen is equipped with heavy duty domestic type facilities; normal care should be taken when using this equipment.

Items other than cooking utensils should not be placed on the cooker.

Before using the water boiler ensure that the element is covered and the tank filled to the level shown on the element guard. Instructions are provided on wall adjacent to the water boiler.

Instructions for the use of the cooker and dishwasher are kept in a blue ring binder on the shelf above the serving hatch.

All hirers using the kitchen facilities are reminded of their responsibility for complying with food safety and hygiene regulations.

Further information may be obtained from the Environmental Health Officer at South Cambs. District Council.

BAR

The bar is run by Toft Social Club (TSC) and is available by special arrangement. For details please ask the Bookings Secretary.

END OF SESSION CHECKS

Kitchen

- Please leave the kitchen clean and tidy. Switch off all equipment except for the refrigerator.
- Rubbish should be sorted and put into the appropriate wheelie which are kept in the wooden bin store on School Lane. BLUE – recyclable; GREY – non recyclable, GREEN – compostable waste
- Wash and replace all used cutlery, crockery and cooking utensils.
- Please report any breakages when you return the key.

Hall

- Chairs and tables should be put in the large storeroom.
- Remove all rubbish to an appropriate 'wheelie' bin.
- Switch off all lights and emergency exit signs.

Security

- Close all windows.
- Please ensure that no personal items, hats, coats, bags etc. are left on the premises.
- Please ensure that the fire doors at the rear of the building and particularly the kitchen exit are left securely locked.

Keys

- Please return the keys to the person who issued them.