

- **Health and Safety.** Hirers using the premises are required to conform to all necessary Health and Safety legislation. **Each group hiring part of the premises must nominate a person who is responsible for Health and Safety – along with their contact details.** Halls for All are not responsible for your Health and Safety requirements, or the safe use of your own equipment. Your group's H&S policy and risk assessments must be available to Halls for All and if you are hiring the stage your documents **must be produced** before you use the stage. It is the hirer's responsibility to ensure that any electrical equipment brought in has been PAT tested. If you need any advice the Halls for All H&S officer is Tony Garretty - [garretty.tony55@gmail.com](mailto:garretty.tony55@gmail.com) - 07961 393378
- All hirers must abide by our Child Protection Policy. Hirers who are contracted to care for children, young people and vulnerable adults must have their own Child Protection Policy and appropriate DBS clearance for staff and/or volunteers.
- Users of rooms will normally be responsible for setting out and replacing furniture and equipment unless prior arrangements have been made with the Bookings Secretary.
- Please leave the areas you have used (including all toilet areas) in a clean and tidy condition **and set out as in the photograph posted in the room you have used. All rubbish is to be taken away with you.**
- Any accident or damage to Halls for All property or equipment should be reported immediately to the booking secretary, especially when it involves possible danger to people or the security of the premises. Any personal accident or injury is to be noted in the Accident book beside the main hall storeroom door.
- Other parts of the building might be let; **please have consideration for these other hall users. NB** the car park, foyer, storage areas and kitchen are **shared areas** – no one group has a monopoly of them, so please be considerate when using them.
- Please familiarise yourself with the fire assembly points and procedures in the event of a fire alarm. **If the fire alarm sounds all groups must evacuate the building, even if it is known to be a 'fire drill'. You are strongly advised to have a register of people in your group, so that, if you need to evacuate the building you can check that all are accounted for. You also should nominate a fire warden from among the organisers of your group.**
- The letting of rooms does not imply that car-parking spaces will always be available. **Please only park within the marked bays** and note that the area in front of the hall doors is to be kept clear for emergency vehicle access – also there must be no parking along the railings to the right (parallel to Church St.) Only cars displaying a 'blue' disabled parking badge will be allowed to park in the designated disabled parking area nearest to the hall buildings.

# HALLS FOR ALL

MOSS LANE  
LEYLAND  
PR25 4XA



## BOOKING TERMS AND CONDITIONS

## Welcome

You are very welcome to Halls for All. The information in this leaflet is designed to make your use of the Halls as straightforward and pleasant as possible.

Our bookings secretary is ready to answer any questions or points of clarification you may have -please make this your first point of contact.

Please take some time to look at the hall noticeboards and note any events that may be of interest to you.

We take very seriously the need to be good hosts and offer a warm welcome to our facilities.

**Disabilities** - Halls for All conform to the DDA legislation. If your group has any special requirements, please talk to the Bookings Secretary.

## Halls Caretaker

The Halls for All caretaker will often be able to help with any queries, but she only works part time, so if she is not available – please contact the booking secretary or Halls Chairman if you need assistance.

## Contact Halls for All : .

Booking secretary: Alwyn Carroll      07579 765069  
Office hours for halls bookings are Mon to Fri 1 pm - 5 pm.

e-mail:                      [halls4all@yahoo.co.uk](mailto:halls4all@yahoo.co.uk)  
website:                     [www.Halls4All.com](http://www.Halls4All.com)

Halls Chairman:      Ian Burt: 01772 497135

## Hall Letting Conditions

- The Halls for All committee, acting under the auspices of the Vicar, wardens and PCC of St. Ambrose Leyland, have sole control over the booking and usage of any part of the Halls for All premises. No group or persons hiring any part of the premises shall in any way attempt to direct or influence any other hirers, nor should they obstruct or interfere with others' using of the premises.

- For occasional bookings the rental is payable in advance to secure the booking.
- **Please ensure that you have booked enough time for setting up and clearing away after your session;** other groups may well be using the room before or after you, so please adhere to your booked times. **If, having made a booking, you need to cancel, you must notify the booking secretary at least 24 hours before the booked time.**
- **Halls for All management reserves the right to terminate any booking, giving 2 weeks' notice, with reasons for termination.** Hirers must give two weeks' notice if they wish to quit.
- If you need to use the kitchen then you must indicate this on the booking form and complete a kitchen hirer agreement. Only one group at a time can use the kitchen to **cook** but other groups can use the kitchen at the same time e.g. for tea and biscuits. To handle fresh food in the kitchen (other than packet biscuits) a holder of a **Valid Food Hygiene certificate** must be present. **NB** Hiring the kitchen **does not give exclusive use** of it. No outdoor coats or bags are permitted in the kitchen – please use the lockable cupboard outside the kitchen. The kitchen log must be filled in before you leave the kitchen.
- A group using the stage must not use any of St. Ambrose Players' equipment without their express permission (also see Health and Safety stipulations below).
- Regular hall users must have their own insurance and should provide a copy certificate for the Booking Secretary. If a hirer makes use of a commercial organisation, e.g. caterers, entertainers, or play organisers, the commercial organisation must have its own insurance.
- Hall users must make their own arrangements for the First Aid treatment of members of their group.

**Conditions continued overleaf...**