

QUEEN CAMEL MEMORIAL HALL

Registered Charity No: 304618

High Street, Queen Camel, Yeovil, BA22 7NF

Main Hall	11.7 x 9.3m Stage 3.4 x 9.3m, 20 folding tables (180 x 70cm), 100 chairs Equipped with Audio Visual System, with overhead projector and screen.
Marples Room	5.8 x 5.2m, 12 folding tables, 20 chairs.
Kitchen	All electric. Equipped with range cooker (with induction hob), fridge, wine cooler, microwave and dishwasher.

Booking – Terms and Conditions

All persons booking the Memorial Hall are expected to:

- return all furniture to storage positions (chairs to be stacked 6 high)
- return all kitchen items to kitchen cupboards
- clean all work surfaces (kitchen and tables)
- sweep the floor
- return all cleaning equipment to the cleaning equipment storage cupboard
- shut all windows, switch off all lights
- **TAKE AWAY ALL RUBBISH**

Should the hall premises be left in an unsatisfactory condition the hirer will be informed, and an additional cleaning charge will be made (£25/h, minimum one hour).

Heating The heating is provided by oil-fired wall heaters. The heating in the hall and Marples Room is preset and thermostatically controlled.
The kitchen is heated by heaters mounted in the unit plinths.
The kitchen hot water control is pre-set.

Audio Visual System The Audio Visual System is available for use by prior arrangement at the time of booking.

Key The key for the Memorial Hall is obtained from Queen Camel Supply Stores, and must be signed for by the hirer. The key must be returned to the Supply Stores immediately after the booking.

Breakages/ Damage Any breakages/ damage must be reported to the booking secretary and the hirer will be expected to meet the cost of the replacement/repair.
Any equipment/item found to be faulty should also be reported.

The Hall Committee accepts no responsibility or liability for damage to or loss of personal property.

Licences The Memorial Hall has a Public Entertainment licence for live entertainment between the hours of 12.00 noon to 12.00 midnight weekdays and 12.00 noon and 1.00am Saturdays. The Memorial Hall has a licence for the sale and consumption of alcohol.

Capacity The maximum capacity limits for the Memorial Hall are:

Dancing	172
Dancing with seating	100
Seating with tables	79
Seating	150

Noise Please avoid unnecessary noise, especially when leaving the building at night. Please respect the neighbours.

Minors Events organised for minors (i.e. under 18 years of age) must be supervised by adults.

Fire Safety It is the responsibility of the hirer to familiarise themselves with all fire and safety procedures which are displayed on the notice board in the foyer. Fire exits must be kept clear at all times.

Smoking Smoking is not permitted anywhere within the building.

Dogs No dogs (except for guide dogs) are permitted anywhere within the building.

First Aid Kit A First Aid kit is located in the kitchen. Accidents should be recorded in the Accident Book located by the First Aid box and should also be reported to a hall committee member.

Policies It is the responsibility of the hirer to familiarise themselves with the hall's Health & Safety, Equal Opportunities, Data Protection, Safeguarding and Food Safety policies which are displayed on the foyer noticeboard. All organisations should have their own Safeguarding policy.

Hire Charges	Hall & Kitchen	£6.00/h (QC Resident)
		£7.50/h (Non QC Resident)
	Marples Room & Kitchen	£4.00/h (QC Resident)
		£5.00/h (Non QC Resident)
	Hall, Marples Room & Kitchen	£10.00/h (QC Resident)
		£12.50/h (Non QC Resident)

Elections The Committee reserve the right to cancel the hiring in the event of the Hall being required for use as a Polling Station for Parliamentary or Local Government elections or by-elections.

Payment Payment should be made on booking and be sent with the completed booking form to the booking secretary.

The Memorial Hall Committee reserves the right to refuse any application, which they consider to be unacceptable.