

Priory Hall – Notes for Hirers/Users

(Updated 12th Aug 2024)

Completion of a booking implies acceptance of the following T's & C's

Page 1 & 2 – T's & C's General notes and additional charges (if applicable).
Page 2 – T's & C's Safeguarding and additional notes for weddings/parties/dances/music events.

1. **H&S** - Please acquaint yourself with our Health & Safety Notes. Copies of these are on the Noticeboard in the entrance lobby.
2. **Lights & Doors** - On leaving the Hall please ensure that all lights (inside and out) and taps are fully turned off (toilet lights excepted which are automatic). The exterior light switch (inside by the main door) can be switched off on exit (it will come on automatically for a short time to allow exiting or push the button to enable the timer). If used, fire doors need to be firmly slammed shut.
3. **PA/Music system** - If you wish to use the public address system, housed in the green cupboard in the larger room, the keys can be found in the shorter louvered cupboard (housing the electric meters) in the small hall (on a hook top LHS). Instructions for these devices are on the wall above the green cupboard unit in the large hall. After use, please make sure that the microphones and mains switch for the large amp in the bottom cupboard are turned off, and that the cupboards are locked. Please return the 3 keys to the shorter cupboard (hook on top LHS) in the small hall. **You are strongly advised to seek advice from the Bookings Secretary (see contact in footer) prior to your event if you wish to use the system.**
4. **Music** - Please note music and noise curfews need to be strictly adhered to and are:

Fridays and Saturdays:	Music to finish by 11.15pm. Hall closed by midnight at the latest.
Sunday – Thursday:	Music to finish by 10.30. Hall closed by 11pm at the latest.

N.B. The hall possesses a music licence.
5. **Faults** - If you find anything wrong with the Hall, such as water leaks, faulty lights, heating etc. please let us know asap, by contacting one of the officers named below, so that any problems can be sorted out.
6. **Facilities** - If you have any queries about the hall facilities, equipment, tableware, kitchen inventory etc. details can be found on the hall website at www.muchwenlockprioryhall.co.uk (under facilities & equipment tab). For anything else please contact the bookings secretary.
7. **Furniture** - If you use the chairs and/or tables at the hall, please return them as illustrated by the notes on the left and right windowsills in the small hall. Surplus furniture should be *sensibly* stored in the storeroom off the main hall (do not block the access to the space by jamming furniture in which can make it difficult for other users). Banquet tables are in the utility kitchen. Please do not block radiators/fire extinguishers.
8. **Drinks Licence – The hall is provided as an unlicensed drinks premise.** Hirers will need to make their own arrangements regarding licensing. Applications for a TEN (Temporary Event Notice) can be made c/o SCC. Some mobile bars/local pubs can provide this facility and have their own arrangements.
9. **User Cleaning** -The hirer will make every effort to ensure that the Priory Hall is left in a clean and tidy condition* and to the satisfaction of the Committee following the booked event. The Committee reserve the right to add additional charges to the cost of the hall hire if extra cleaning, repairs or replacement of any damaged fixtures or fittings are required as a consequence of misuse/negligence on the part of the hirer. Therefore, please leave the Hall as you would wish to find it ready for the next user. We employ an excellent cleaner but we can't afford to pay to clean the Hall every time it is used. We therefore rely on the goodwill of the users of the Hall to help to keep it clean and tidy for the sake of the next user. Cleaning materials can be found in the LH white cupboard outside the kitchen and rear utility (large brooms are on the hooks in the corridor between the toilets).
10. **Hirers are requested to remove all recycling from the premises.** Other rubbish must be put in the outside bins provided or taken away.

* 'Clean and tidy' requires floors to be swept, rubbish to be placed as requested, all surfaces including tables to be wiped down and left as you would wish to find them. Cleaning materials are available in the utility kitchen and white cupboard in the corridor beyond the small hall.

WEDDINGS/PARTIES/DANCES/MUSIC EVENTS AT PRIORY HALL

(Updated 12th Aug 2024)

11. **Kitchen / Utility Kitchen** – Hire includes the use of the fully equipped kitchen. Full details of its contents can be found on the website (Facilities & Equipment tab). Please bring your own tea towels. Please leave these areas as clean as possible. **The two under counter fridges are usually kept turned off with doors wedged open** (contact the Bookings Sec if these are required), if used please clean and turn them off post event. The **direct feed water boiler is left on** and is suitable for hot drinks. The rear utility space has additional workspace and a catering dishwasher (very fast 5 min. cycle), this equipment is very useful when catering for larger events.
12. **Parking** - Limited parking is available at the hall and at car parks in the town (further details on our website) – please be sensitive to neighbours' parking needs and avoid blocking their access.
13. **Noise** - Whilst we welcome a wide range of activities, when there is an event booked involving music and noise that will be evident in the Bull Ring and maybe further afield (e.g. a wedding, musical event or party) we require users to identify this in the booking process so that we can advise local residents who are usually understanding. We do ask all hirers to be sensitive to those living near the hall and, as part of the booking process, consider whether the activity planned is suitable for the venue and its residential surroundings especially if adequate controls cannot be put in place.

And where it applies ... **Safeguarding children, young people, and adults at risk** (only applies to clubs and activities but not to private parties)

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.

Weddings/parties/dances/musical events.

The Priory Hall is a community hall and part of its purpose is to enable social events to take place, so we are delighted that you have decided to use the hall for your event. However, its central position in Much Wenlock, very close to houses, means that there have to be limits on how much noise is permitted, and how late events can go on for. Because of the nature of these events our terms of use will vary and will also include the following conditions.

These types of events will have access to the hall from 5.30/6pm on the day (or earlier on request, subject to hall availability (Friday, Saturday and Sunday only)). *N.B. Due to the extensive use of the hall by regular users it is not possible to offer this service at other times during the week.* The cost of hire depends on the type of event (please see the link to our charges at www.muchwenlockprioryhall on our 'How to book' tab). A deposit is required to secure the booking which will be deducted from the final invoice subject to satisfying our T's & C's. Hire includes full use of all hall facilities including the kitchen.

Doors and windows need to be kept shut to avoid noise pollution when music is played. The hirer will be responsible for the level of noise (i.e. someone who can ask the band or D.J. to play more quietly). People who go outside the Hall – for a breath of fresh air, to smoke, or when leaving the party must keep noise to a minimum. Finishing times need to be observed. (See page 1).

Privacy Statement - We will store securely any personal information (including contact details) that you have given us as part of your booking and will use it only for the following purposes:

1. To prepare booking schedules, invoices and receipts.
2. To communicate with you about your booking.

Thank you for your understanding and enjoy using the hall - Priory Hall Management Committee