

## SCHEDULE OF SPECIAL CONDITIONS

MEMBERS of the committee have right of entry during functions

EVENTS must end by 1.00am. 12 midnight on Saturdays

HEATING AND LIGHTING is included in the hire charge

- HEATING Please leave the programmer in the bar area SWITCHED ON to Auto. The heating for the Hall is called for by setting the thermostat that is to the right of the internal kitchen door – eg 20°C. The timer means that the heating will come on at 8.00am and go off at 12.00pm – suitable for morning events. It will also come on at 17.30 and go off at 21.30pm – suitable for evening events. If you need heat at other times use the ‘extra hour button or the fans on the East Wall of the Hall.

**Kindly put the thermostat to 12 to 15<sup>o</sup> C before leaving the building.**

- ALCOHOL You must apply for a Temporary Event Notice if you are *selling* alcohol. Two copies of your application must be **sent to Mendip District Council Licensing Dept.** and another to the **Avon and Somerset Police Licencing Dept.** no later than 10 working days before the event.

Temporary Event Application forms are available from:

Mendip District Council

01749 648999 – Licensing Dept.

Online: [www.mendip.gov.uk](http://www.mendip.gov.uk) (Licenses>TENS>useful documents)

*Selling* means any circumstance where money is changing hands for alcohol. Raffle tickets, a free drink with a ticket that has been sold or a donation, all count as sales and must be covered by a Temporary Event Notice.

The Hirer and the Village Hall Committee could face prosecution if found guilty. *If in doubt*, ask your guests to bring their own drinks with them.

- ACCIDENTS  
All accidents must be recorded in writing in either the accident book (located With the Chairman 01749 870640) or if serious enough for an ambulance, by filling in an accident report form F2508. See the Booking Clerk for details.

## HOUSEKEEPING

1. All small tables must be wiped clean and left stacked in the bar. Hall floor swept. Room dusted.
2. Kitchen surfaces and floor to be washed.
3. Foyer and toilets should be cleaned and floors washed if necessary
4. Bring plastic bags for rubbish and please take it away with you after the event.  
Do not leave it in the hall.
5. No posters or decorations to be affixed to the walls.
6. Please take tea towels home to launder and return to the village hall representative.
7. Lock the side (outside)kitchen door.
8. Please consider the residents who live nearby.  
Do not block driveways, nor park on gardens and grass verges.  
When the event has finished, leave as quietly as you can.  
Thank you.