

**BOTTESFORD VICTORY COMMEMORATION HALL
(BVCH)**

INFORMATION FOR HIRERS

V.04

Dated 14 March 2026



Registered Charity 521396

A. HIRER RESPONSIBILITIES

Please read this document in advance of your hire and to help you understand your obligations.

While hiring the hall you are responsible for ensuring the safety of the people in the Hall during the hire period.

We ask that you adhere to the Hall Rules and the Safety requirements set out in this document.

B. HALL RULES

- Do not leave the hall unattended during your hire period.
- Have with you a fully charged mobile phone to use in case of emergencies and to contact the hall manager.
- Do not exceed the maximum permitted number of 150 persons in the hall for safety and comfort at the hall.
- No Smoking or Vaping is allowed within the hall.
- Do not bring smoke, fog machines or deep fat fryers into the hall.
- Do not bring in wax candles except for cake candles which must be used under supervision.
- Bouncy Castles or Soft Play equipment parties are not permitted in the hall.
- All portable electrical equipment brought into the hall must be in safe condition and PAT tested within the last 12 months.
- Clean up any spills immediately.
- Keep fire exits and escape routes free of obstructions.
- In the event of fire get everyone out promptly to the Assembly Point in the Car Park and summon the Fire Services on 999. Notify the hall manager that there is a fire at the hall and that the Fire Services has been summoned.
- Leave the hall in a clean and tidy state for the next user.
- Please do not disturb our neighbours when leaving the building late at night or by playing music that is too loud.
- Hirers must be over the age of 21 years. Teenage parties are not allowed.

C. HEALTH&SAFETY AND FIRE SAFETY INFORMATION

FIRST AID KIT AND ACCIDENT BOOK

- The first aid box is in the kitchen by the roller shutter.
- The key is in the broom cupboard in the main hall.
- Please record any accidents or injuries (other than minor scrapes or cuts) in the accident book.
- This is particularly important in the event of serious injury or accident as we are required to report these to the Health and Safety Executive.
- Please report such accidents or injuries to the Hall Manager.

CLEANING AND TIDYING UP

- Clean up as you go along.
- Mop up spills immediately to avoid accidents and to control the risk of fire.
- The mop is in the broom cupboard in the main hall next to kitchen hatch.
- Please only use a dry mop in the main hall floor to prevent damage to the wooden floor.
- Please clear up any glass or crockery breakages as soon as they occur.
- Dust pans and brushes are provided in the broom cupboard please sweep up any crumbs at the end of your hire.
- Please return all tables and the square backed chairs to the stage areas except for those shown in the illustration leaflet provided.
- Ensure that you use the trolleys provided to move tables and chairs ,do not drag these across the hall floor.
- Do not stack chairs more than 6 chairs high.
- Remove all rubbish from the hall at the end of your hire period including used pads and nappies.
- Please bring additional bags if you require these as we only provide a small amount of spare refuse bags.
- Remove all unused alcohol from the hall at the end of your hire period.
- Report any damages to the hall manager as soon as possible.

SAFE USE OF ELECTRICAL AND GAS COOKER EQUIPMENT

- The hall electrical equipment is PAT tested annually and electrical circuits every five years.
- The hall gas cooker and boiler are tested annually.
- Visual checks are carried out as part of our weekly checks.
- In the event of any electrical faults please unplug the equipment if safe to do so and leave in the storage area by the stage.
- The main RCID unit is in the electric's cupboard in the main hall next to the entrance from the lobby should you need to isolate the equipment or socket.
- In the event of any issues with the gas cooker please discontinue use immediately.
- Report any issues with electrical or gas equipment to the hall manager as soon as possible.

- If you are bringing in any portable electrical equipment into the hall including by any third parties this must be in safe condition and have been PAT tested within the last 12 months.
- There are ample sockets at the hall. Please do not overload sockets and use any extension leads carefully to avoid trip hazards.
- Smoke or fog machines are not permitted in the hall as they interfere with the smoke alarms and fire alarm system.

FIRE SAFETY EQUIPMENT AND EVACUATION PROCEDURE

- The hall is equipped with fire alarm panel, smoke alarms, call button system and emergency lights.
- Firefighting appliances are located in the main hall, kitchen, and lobby areas.
- Please keep all fire exits, fire escape routes and firefighting appliances clear of obstruction.
- You must ensure that you will be able to hear the fire alarm sound if activated and control the volume of music being played to acceptable levels.
- In the event of a false alarm please contact the hall bookings manager.
- In the event of a fire please follow the procedure set out in the EMERGENCY PLAN in Section F of this document.

BOUNCY CASTLES AND SOFT PLAY EQUIPMENT AT CHILDRENS PARTIES

- As of March 2026, the hall we no longer accept bookings for children's parties which include bouncy castles and soft play as our hall insurance does not cover liability.
- We reserve the right to refuse your booking and/or entry to the hall if you fail to comply with this requirement.

WI-FI, BLUETOOTH, HEARING LOOP, PROJECTOR SCREEN, STAGE LIGHTING

- The hall has wi-fi throughout the hall.
- The wi-fi password is displayed on the hall noticeboard.
- Please ensure that you or your guests comply with the VC hall use of wi-fi and internet access policy available on the hall website.
- The hall is equipped with blue tooth, hearing loop system, pull down projector and stage lighting with separate control box.
- Please ask the hall manager to show you how to operate this equipment.
- Please unplug the stage lighting control box and switch off all stage lighting at the end of your hire.

PUBLIC LIABILITY INSURANCE, PPL/PPS MUSIC LICENCES, DBS CERTIFICATES, RISK ASSESSMENTS

- Where applicable we will require to have up to date copies of your public liability insurance, PPL/PPS Music Licences, DBS certificates for any regular or ad hoc hires where these apply. Please review these regularly and supply us the updated copies.

- Examples of such hires include adult and children's sport, fitness, yoga, pilates, martial arts, dance, drama classes and other permitted events or activities not covered under our hirer liability cover.
- For higher risk activities, we will require a copy of your risk assessment and mitigations.

SALE OF ALCOHOL LICENSES AND OBLIGATIONS

- The hall has an alcohol licence made available to small locally known community groups where this would be burdensome for them to obtain their own licence.
- You are allowed to bring in small amounts of alcohol to be provided free as part of a family celebration or other event and should only be provided to persons over the age of eighteen years.
- Where you are bringing in an outside bar we will require in advance of the hire, a copy of the personal licence holder sale of alcohol licence.
- You must comply with the requirements set out in the VC Hall Sale of Alcohol Obligations document provided to you at the time of your booking.
- Alcoholic drinks must not be taken and consumed outside of the hall building.

SAFEGUARDING OF YOUNG PEOPLE AND VULNERABLE ADULTS

- The hall takes safeguarding of young people and vulnerable adults seriously.
- The Hall Safeguarding of Young People and Vulnerable Adults Policy document is downloadable from the hall website.
- Where applicable hirers should ensure they are complying with their association safeguarding requirements.
- Please report any concerns regarding safeguarding to the Hall Secretary on the contact details in Section E of this document.

D. HEALTH AND SAFETY AND FIRE SAFETY CHECKLIST FOR HIRERS

Before admission of the public or your guests you should check that:

- All exit doors are unlocked, and the push-bar mechanism is working.
- Exit doors and fire escape routes are clear of obstruction.
- Any fire doors are closed and not wedged or propped open. Closing doors is vitally important to maintaining the integrity of the escape routes and reducing the spread of fire to allow safe evacuation of the hall.
- Firefighting equipment is in their place and unobstructed.
- Exit signs are illuminated.
- There is no obvious fire hazard in or near the building.

At the start of the hire:

- Make sure your guests are aware of the fire escape routes and the need to evacuate the premises in the event of a fire alarm sounding and to gather at the Assembly Point (The Car Park).
- For regular classes/hirers you should do this whenever someone new joins your class. Please keep a register of attendees at each class and take this with you in the event of a fire.
- At large events nominate helpers to assist you with the safe and prompt evacuation of the hall in the event of an emergency.
- Use the trolleys provided to safely move extra tables and chairs from the storage areas by the stage. Do not drag tables and chairs across the hall as this will mark or damage the wooden floor.

During your hire:

- Do not let rubbish accumulate, clean as you go.
- Continue to ensure fire exits, escape routes and firefighting appliances are not obstructed.

At the end of your hire:

- Please leave the Hall safe and tidy for the next hirer.
- Leave out the tables and chairs in the main hall as shown in the illustration leaflet given you by the bookings manager.
- Wipe all tables down and stack the square backed chairs in the storage area at the RHS of stage no higher than 6 high. Please store any extra tables safely in the storage area at the LHS of the stage.
- Please use the trolleys for safety reasons to move chairs and tables back to the storage areas and to avoid damage to the wooden floor.
- Sweep the hall floor using the equipment in the broom cupboard.
- Switch off all electrical appliances except for the fridges in the kitchen and meeting room and unplug the kettles.
- Carefully empty the water tray under the hot drink's heater.
- Take all your rubbish away with you. This includes used pads or nappies in the disabled toilets /baby changing area.
- Remove all portable electrical appliances and residual alcohol brought in for the event.
- Search for signs of any smouldering fires.
- Switch off the hall lights including the stage lights.
- Starting at the back of the hall close and lock all doors and windows including the main hall, kitchen, meeting room areas and the side stage door.
- Reset the burglar alarm only if you have a code.

- Lock the LHS front door (ensuring that you have put the drop-down latches back in the downward position on the RHS door if this was opened during your hire).
- Return the key to the key safe if you are a key safe user.

E. PLEASE TAKE NOTE:

OUTSIDE LIGHTS stay on during hours of darkness.

DISABLED TOILET LIGHT will switch on/off automatically.

WINDOW KEY on yellow fob on rack in main hall

EMERGENCY LIGHTING will come on in the event of a power cut.

HALL MANAGER TEL NO: 07775 753866 EMAIL: bookings@vchall.org.uk

HALL SECRETARY TEL NO: 07738 423529 EMAIL: secretary@vchall.org.uk

RCID ELECTRIC SWITCHES are in the cupboard by the double doors in the main hall if you or the fire services need to isolate any faulty equipment.

F. EMERGENCY PLAN

At all times hirers should have available a fully charged mobile phone to dial 999 and summon the Fire Services in the event of an emergency.

Please read and familiarise yourself with the emergency plan procedure below.

IN THE EVENT OF A FIRE:

1. SOUND THE ALARM

- On discovering a fire shout “Fire” to make others aware.
- Activate the nearest fire alarm call button (if not already activated via the Smoke Detection system.).
- Emergency lighting will come on in the event of a power cut.
- Fire Extinguishers are located by the front door, by emergency doors in the main hall and in the kitchen. Only tackle small fires if you are confident and it is safe for you to do so!

2. EVACUATE THE BUILDING

- All persons on hearing the fire alarm or the shout of fire should immediately leave the building via the emergency doors in the main hall and TURN RIGHT, or via the main front door, with the Assembly Point being the CAR PARK
- If there are any children or disabled or frail users, then assistance should be given to exiting them safely and as a matter of priority to the Assembly Point.
- If safe to do so undertake a sweep of the premises to ensure everyone has evacuated safely and close doors behind you.

3. SUMMON THE FIRE BRIGADE

- By calling 999 on your mobile phone and asking for assistance

- Give them the following address: Victory Commemoration Hall, Belvoir Road, Bottesford, NG13 0BG

4. AWAIT ARRIVAL OF FIRE SERVICES

- Arrange for someone to meet the fire services on arrival and ensure the entrance from Belvoir Road is not blocked.
- On their arrival advise the Fire Services if all persons are safely evacuated from the building.
- Do NOT allow anyone to re-enter the hall until you are told it is safe to do so by the fire services.

5. CONTACT THE HALL MANAGER

- In the event of a fire notify the Hall Manager on her mobile number: 07775 753866 and inform them that the fire services have been summoned.