

# **SALESBURY MEMORIAL HALL**

Registered Charity Number: 512853



## **HIRE AGREEMENT ESSENTIAL INFORMATION**

**This booklet has been compiled to welcome you to Salesbury Memorial Hall and provide you with essential information about our hall and its facilities. Any comments should be forwarded to:**

<b>Chair:</b>	<b>Annette Patterson</b>	<b><a href="mailto:annette8cg@gmail.com">annette8cg@gmail.com</a></b>
<b>Secretary:</b>	<b>Janet Westwell</b>	<b><a href="mailto:westwell.jan@gmail.com">westwell.jan@gmail.com</a></b>
<b>Treasurer:</b>	<b>Wendy Long</b>	<b><a href="mailto:wendylong63@gmail.com">wendylong63@gmail.com</a></b>

### **Please Note**

**We do not hire out the hall for social events during weekday evenings Monday to Thursday.**

**Revised April 2024**

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## **Welcome to Salesbury Memorial Hall (Registered Charity Number 512853)**

**Salesbury Memorial Hall is situated at the heart of the villages of Salesbury, Wiltshire and Clayton-le-Dale. The hall was built from funds raised by the local community in memory of the 36 members of the Parish who lost their lives in the Great War of 1914-18. Their names are commemorated on the Roll of Honour in the entrance hall.**

The hall is run as a Charitable Trust by a committee of 9 unpaid local volunteers who are responsible for the maintenance and future development of the Hall. The main hall and the two upstairs meeting rooms have been recently refurbished to a high standard.

On the ground floor, the facilities comprise of a large, main hall (10m x 18m) and a fully equipped, modern kitchen. New toilet facilities, including an accessible toilet, are also situated on the ground floor. Upstairs there is a large conference/meeting room with a high specification projector and 100" screen. There is also a smaller, adjoining room which can be used separately or for refreshments.

The hall is fully accessible throughout the ground floor and offers free WiFi and parking. All of which make Salesbury Memorial Hall the ideal venue for local interest groups, private parties, wedding receptions, business meetings and community event.

## Contact Details

**Address:** Salesbury Memorial Hall  
Ribchester Road  
Salesbury  
Blackburn  
Lancashire  
BB1 9HT

**Sat Nav Postcode:** BB1 9HT

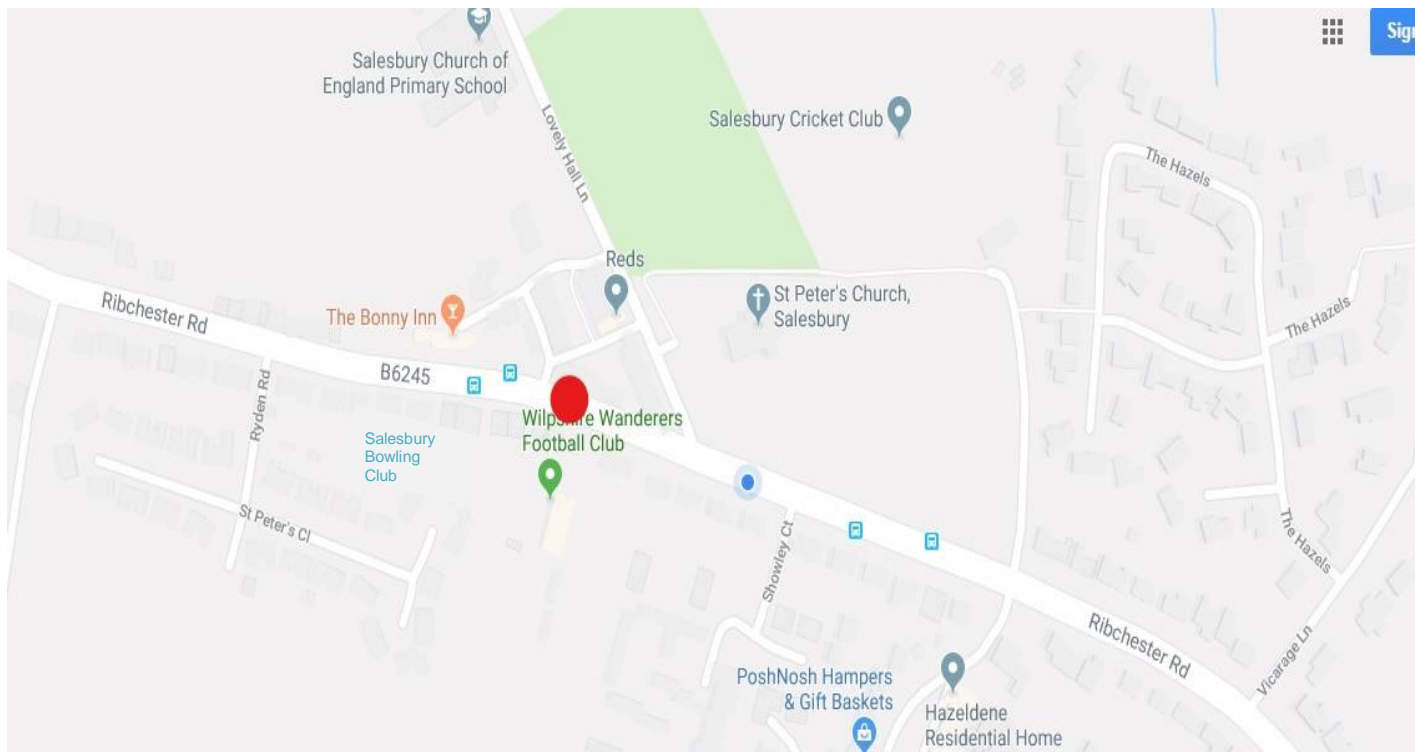
**Website:** [www.salesburymemorialhall.com](http://www.salesburymemorialhall.com)

**Email :** [salesburymemorialhall@gmail.com](mailto:salesburymemorialhall@gmail.com)

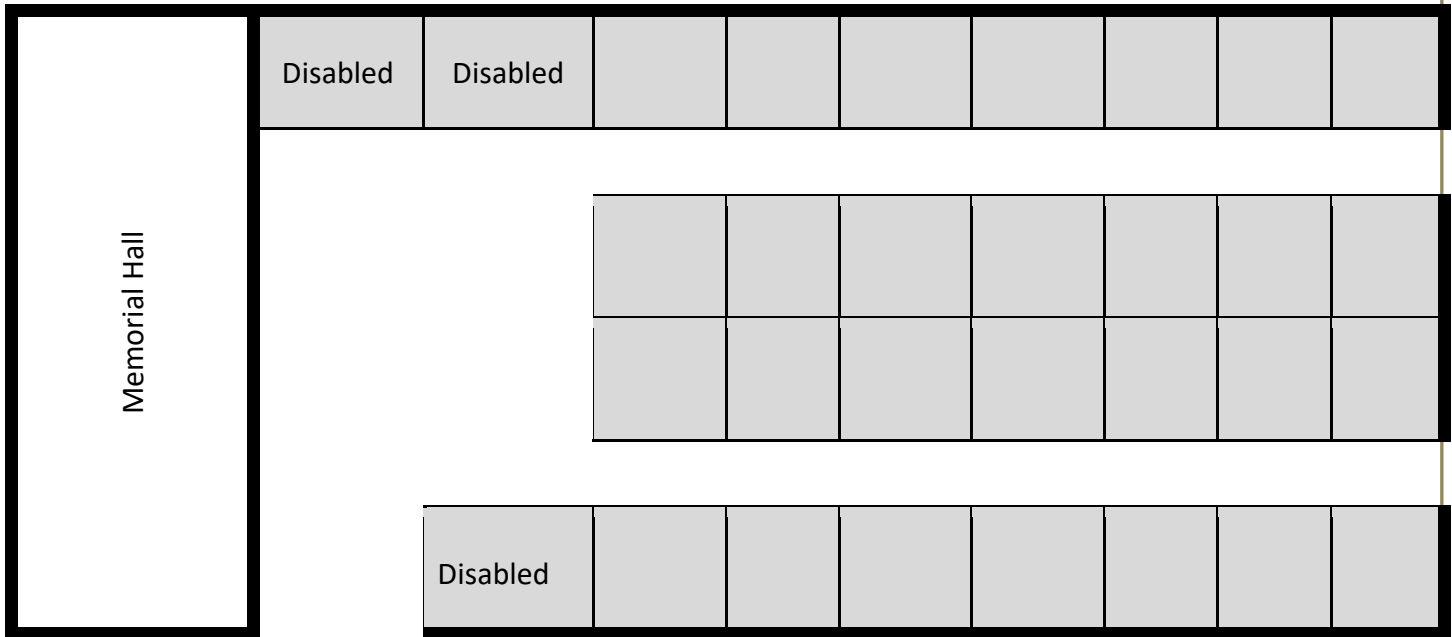
**Bookings:** Please book via our website or by  
contacting Annette Patterson : [annette8cg@gmail.com](mailto:annette8cg@gmail.com)

## Location of Salesbury Memorial Hall

We are here 



## Car Parking



There are 28 car parking spaces available plus three disabled spaces. The car park is shared by users of the hall, the Bowling Club and Wilpshire Wanderers Football Club. **Spaces cannot be guaranteed.** The disabled spaces are for Blue Badge holders or visitors with mobility issues. All visitors to the hall and clubs should park in the delineated bays only and, for fire safety reasons, avoid parking by the side door entrance. The driveway to the hall is privately owned and visitors to the hall should **NOT** park their cars there.

## Disabled Access and Facilities

Disabled access is available at the back door by pressing the doorbell. To arrange access, contact should be made in advance with the class / event organiser.

There is no lift within the hall and the stairs to the upstairs rooms are quite steep. However, a stairlift is provided for visitors' use.

## Access to the Building

On the payment of a small deposit, regular hirers to the hall will be provided with an electronic key fob. These are the responsibility of the hirer and should not be shared. The deposit will be refunded at the end of the agreement.

Access for one-off users will be provided by the management committee. Arrangements will be made once the booking has been confirmed.

## Public Safety / Safeguarding

The hirer must ensure they comply with current Public Safety and Safeguarding Legislation which relates to minors and vulnerable adults within their care during the hiring of the hall or room, providing DBS checks appropriate to their level of responsibility. Please also see our separate Safeguarding Policy.

## Occupancy Levels

To comply with Fire Safety the occupancy levels vary depending on how the facilities are being used. Below are the maximum numbers for each type of event and these should be strictly adhered to. The responsibility for this lies with each class / event organiser.

	Seated (dinner dance style)	Seated	Stood	Exercise class
Main Hall	120 people which includes a small dance area	175	250	50
Upstairs - small room	N/A	15	N/A	N/A
Upstairs - large room	N/A	35	35	20

The overall occupancy level for the building is 250 depending on the seating/furniture layout. The maximum occupancy for the upstairs is 50. Please note, the upstairs rooms will be unavailable if a large event is taking place downstairs.

## Fire Exits

**Fire exits should NEVER be blocked or disguised and the ease in which people could evacuate the building in an emergency should be considered when configuring the furniture layout. Gangways should be at least 1.5m wide and free from any obstructions.**

The Fire Exit at the rear of the hall must be kept clear at all times. Where it is desired that furniture or other structures such as a stage are placed towards the back of the hall a 1.5 metre space, which is easily accessible from all parts of the main hall, should be in place. The doors should be visible at all times and should ONLY be opened in the event of an emergency, to provide disabled access or for loading / unloading purposes. They should not be opened in any other circumstances. Windows can be opened to provide ventilation to the main hall in warm weather. Salesbury Memorial Hall is located in a residential area, please therefore show consideration to our neighbours.

The double doors at the entrance to the building MUST be secured open when the premises are occupied by large numbers of people. This will expedite any evacuation.

## Emergency Procedures / Evacuation Pack / Fire Drills

Detailed fire and emergency procedures are on display throughout the hall. It is your responsibility to familiarise yourself with these at the start of each visit and ensure the attendees to your class / event are also aware. Salesbury Memorial Hall will take no responsibility in the event of an emergency.

The hall is equipped with smoke and fire alarms. A fire blanket is supplied in the kitchen and fire extinguishers are positioned throughout the hall although these should not be used unless a visitor is

trained to do so. All equipment is checked on a regular basis in line with our Fire Safety Policy. In the event of an emergency please telephone 999. All attendees should evacuate the building in an orderly manner using the nearest safe exit. Fire exits are indicated accordingly. The assembly point is located at the far end of the driveway on the right-hand side. Class / event organisers should have a system in place to account for their attendees and to report their findings to the emergency services.

An Emergency Evacuation Pack containing a small first aid kit, foil blankets, hi-vis vests, torch and pen/paper is available for your use. It is located in the kitchen, lower cupboard on the right-hand side as you enter. If time allows and it is safe to do so, please collect this on your way out.

To test our fire safety procedures Salesbury Memorial Hall Management committee will arrange a minimum of two fire drills each year. These will be unannounced. Full co-operation will be required by the class / event organiser and their attendees.

## Assembly Point

This is located outside on the right-hand side of the driveway. All class / event organisers should familiarise themselves with this and ensure their attendees are also aware.

## All Parties - Cleaning and Tidying Up/Damage

**Salesbury Bowling Club and Wilpshire Wanderers Football Club are separate organisations. Their grounds should NOT be entered.**

The hirer must ensure that the building is left in a clean and tidy condition – ‘as found’ within the agreed hire times. All equipment and cleaning materials can be found in the storeroom and under the sink in the kitchen.

- Tables should be wiped clean and stacked as indicated.
- Chairs should be checked of spillages and cleaned and stacked in 6s or 4s in their original place as indicated.
- Floors should be swept and mopped. The spray mop should be used for spillages in the main hall and the mop and bucket for the kitchen, toilets and corridors.
- The mats should be vacuumed.
- Any cutlery and crockery used from the kitchen should be washed and return to its original drawer/cupboard.
- Surfaces should be wiped clean.
- **All types of confetti and glitter should not be brought into the hall.** The paper variety stains the flooring and the foil type cannot easily be brushed/vacuumed up.
- **As a result of significant damage being incurred to the fabric of the building in the past, please do not bring henna or any other dyes/paints into the hall.**
- Smoke machines/dry ice machines are not allowed in case they set off the smoke alarms.
- Blue tack should not be used on the walls. To decorate the hall please use damage free hanging strips e.g. Command. **Nothing** should be fixed or stuck onto the hall floor, other flooring or carpeted areas
- All internal bins should be emptied and the refuse removed from the premises. Black bin liners are available for hirers to take their waste home in.
- The hirer must take care to ensure no damage or loss, either accidental or otherwise, is caused to the building's fittings, decoration, equipment or grounds. The hirer will be required to pay for any such loss or damage (or forfeit their special deposit for adult parties, please see below.) It is suggested that, in the hirers' own interests they arrange private insurance to cover any loss or damage incurred by the hall.
- The back fire doors in the hall should NEVER be blocked or disguised and the ease in which people could evacuate the building in an emergency should be considered when configuring the furniture layout.

## Adult /Larger Parties – Further Conditions of Hire

In addition to the above, the following conditions of hire also apply to adult or large parties.

- **A special deposit of £100 per day is required** 7 days before the event takes place. This will be refunded in full if **all** the following are met:
- The hall is left in a clean and tidy condition as above i.e. in the condition it was found within the agreed hire times
- The hall does not suffer any loss, damage, or breakage.\*
- No legitimate complaints are received from neighbours regarding noise/disturbance. The hall benefits from CCTV and Trustees will use footage to verify any complains/issues which arise from a hire.
- By **10PM** the doors and windows on the car park side of the hall should be closed and all guests remain indoors apart from those wishing to smoke.
- Guests should leave the hall and car park quietly and with due consideration towards our neighbours. The agreed times of the hire must be adhered to. **For events with an agreed finishing time of midnight, guests and their cars should have vacated the premises and grounds by that time at the very latest.**
- **The key fob is returned promptly.**

**\*If any loss, damage or breakage exceeds £100 the hirer will be required to pay the additional cost.**

## Children's Parties – Use of Bouncy Castles

**For insurance reasons, bouncy castles and other inflatables are not allowed in the hall.**

## Furniture

A variety of fixed top and foldaway tables, stackable chairs and screens are provided for use. Class / event organisers are welcome to use these items, however care should be taken when doing so and consideration given to manual handling procedures. Tables and chairs should be stored in their correct places at the end of the activity/event as indicated by the photographs.

## Kitchen / Catering Facilities

Our kitchen is equipped with a variety of catering equipment (e.g. single electric oven, hob, microwave, fridge (no freezer facilities), hot water boiler, crockery, cutlery, large teapots) either for the hirer's own use or for any outside caterers who may be booked. Tea towels are supplied. It is the hirer's responsibility to ensure the kitchen is left clean and tidy at the end of their visit. Failure to do so will incur an additional charge. For Health & Safety reasons children under the age of 16 years old are NOT allowed in the kitchen. It is the hirer's responsibility to ensure that this policy is strictly adhered to. Potential hirers are welcome to contact us if they would like to discuss our facilities in more detail or they would like to view them in advance of a booking.



## **Projector / WiFi / Sound System**

The large room upstairs contains a projector and large screen which are available for your use. WiFi is available throughout the building. There is an additional charge of £10 to hire the sound system.

## **Candles**

With the exception of birthday cakes candles, naked flames, including candles and fireworks, are not permitted inside or outside the hall. Suitable alternatives should be considered instead.

## **Toilets / Baby Changing Facilities**

Ladies' and gents' toilets are located on the ground floor including an accessible toilet. Baby changing facilities are available in the entrance area of the ladies' toilets however please note we do not have any equipment to dispose of used nappies etc. We kindly ask that these items are taken home. The red emergency cord in the accessible toilet can be deactivated using the panel either within or outside the room. To gain access in an emergency, turn the screw underneath the handle on the outside of the room.

## **Notice Boards**

Hirers should contact the Chair if they would like to display a poster or information about their particular class or event. Information should be current and reviewed regularly.

## **Heating / Radiators**

The hall is heated during the winter months and during any other spells of cold weather. Individual radiators should not be adjusted.

## **Broken Glass / Spillages**

It is the hirer's responsibility to deal with any broken glass and / or spillages immediately and alert other hall users in order to avoid any accidents. A dustpan and brush and yellow wet floor signs are located in the storeroom.

## **Smoking / Vaping Policy**

Salesbury Memorial Hall operates a NO SMOKING / NO VAPING policy. Smoking is permitted outside the building, however please AVOID the areas immediately outside all the entrances. External ash trays are fixed to the walls by the front and side entrances.

## **Drugs / Offensive Behaviour**

Salesbury Memorial Hall operates a zero tolerance policy as far as drugs and/or offensive behaviour are concerned. All incidents will be reported to the Police.

## **Insurance / Public Liability**

Salesbury Memorial Hall holds appropriate levels of Public Liability Insurance. Those hiring the hall for events e.g. parties/events are covered by the hall's insurance, however those hiring the hall for business reasons should have their own Public Liability Insurance.

## **Music Licences**

Salesbury Memorial Hall holds a Music Licence to play music for non-profit making events only. Class/event organisers who receive an income from their event or are raising money for charity must obtain their own licences. It is the responsibility of the hirer to check all fundraising events comply with the current Charitable Act legislation.

## **Alcohol**

Alcohol can be brought into the premises for personal consumption however, Salesbury Memorial Hall is not licensed to sell alcohol. Event organisers who wish to sell alcohol must apply for a Temporary Event Notice (TEN) within the necessary timeframe from Ribble Valley Borough Council. Details of how to do this can be found at [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

## **First Aid / Accident Book / Near Miss Book**

Salesbury Memorial Hall Management Committee do not provide any First Aiders, nor will they take responsibility in the event of an accident. All class / event organisers should have basic First Aid knowledge and feel confident to take charge should an incident occur. A First Aid box containing basic equipment is available for hirers' use if required. It is stored in the clearly labelled upper cupboard on your right as you enter the kitchen.

An Accident Book and a Near Miss Book are also stored in the same cupboard. Hirers should complete these accordingly, no matter how minor the accident may be. Accident / Near Miss reports should be torn off and placed and sealed in one of the envelopes provided. These will be dealt with by the Management Committee, who should also be informed immediately if an incident occurs.

## **Electronic Equipment / Portable Appliance Testing (PAT)**

All portable electronic equipment within the hall is PAT tested on an annual basis by a qualified electrician. All class / event organisers MUST ensure that any portable electronic equipment they wish to bring with them and use within the hall is either PAT tested or complies with the current Health and Safety guidelines. Class / event organisers will be held responsible for any incidents caused by faulty equipment.

## Defibrillator

A defibrillator is available for use in an emergency. It is located on the outside of the building on the wall at the side of the front door. To gain access to the defibrillator you must telephone 999 and quote "Box No. 0086 Postcode BB1 9HT". If appropriate, you will then be provided with a unique code to unlock the casing and remove the equipment.

## Prompts on Leaving the Building

On leaving the premises please remember:

- Ensure the building is left in a clean and tidy condition as above.
- Ensure the oven / hob / hot water boiler, if used, are switched off.
- Ensure the taps are turned off.
- Close the windows if opened and ensure the key is returned to its hook.
- Ensure the front and side doors are properly secured.
- Turn off the lights (the lights in the toilet & lobby area switch off automatically once no movement is detected)
- Return the key fob to the agreed place.

## Building Closure Time

**All activities within the hall and grounds should cease and the premises vacated by MIDNIGHT\* at the latest. This includes cleaning/tidying up time. Please be respectful of our neighbours when leaving. \*1am NYE. In consideration of our neighbours the hall closes at 18.30 prompt on Sundays. Hirers and their guests must vacate the hall and the car park by this time. We are closed on Christmas Day.**

## Hire Charges, Cancellations & Payments

The hire charges are reviewed on an annual basis and take effect from the 1<sup>st</sup> September each year. The hire charges will be published separately and displayed on both the notice board and the website.

There will be a cost involved if you require the hall (subject to availability) to prepare / dismantle / clean up after the agreed hire time of your your class / event.

### Regular hirers

Will be invoiced electronically at the end of each month. Payment is due within 7 days of the invoice date.

### One-off users

The full balance is to be paid within 7 days of receiving an email confirming the hirer's event.

### Cancellation Policy

At least 7 days' notice in writing should be provided if the booking needs to be cancelled. Failure to provide required notice of cancellation could incur the full hire charge. In exceptional circumstance, for example, illness, this could be waived. SMH reserve the right to cancel events/activities at short notice subject to conditions beyond its control. The hall serves as a Polling Station when required by RVBC which will take precedence over other bookings.

#### Damage

Hirers will be charged for any loss, damage or breakage incurred during the period of hire.

#### Method of Payment

Payment by BACS or cheque are the only accepted methods of payment. Cash payments are no longer accepted. The hall's bank account details are provided on the invoice and Booking Form

#### Storage charges

Salesbury Memorial Hall has limited storage facilities available for regular users. A charge will be made for these facilities. This facility may be withdrawn at any stage.

### **Other Amenities associated with Salesbury Memorial Hall**

#### Salesbury Bowling Club

Located at the rear of the hall. Contact Alan Mercer, telephone 01254 247258, for more information.

#### Tennis Courts

The two outside courts have been decommissioned.

#### Wilpshire Wanderers Football Club

Located at the side of the hall. Contact [www.wilpshirewanderers.co.uk](http://www.wilpshirewanderers.co.uk) for more information.