



EDITH BANKES MEMORIAL HALL

HIGH STREET, NORTHOP.
REGISTERED CHARITY NO. 217747
Rob Mackey (Chairman)
ebmhnorthop@gmail.com

Booking the hall for occasional or new use (Version v4.1 Revised May 2022)

Covid 19 (May 2022)

Following lifting of almost all restrictions by Welsh Government that were in place there are no specific requirements on users of the hall. However, we expect that users of the hall will be mindful of the ongoing risk of infection and take any measures that they feel necessary to minimise risk and to ease concerns of participants. They need to be aware that whilst Covid is present in the population, Welsh Government may deem it necessary to re-impose restrictions or advice at short notice. We will assume that the "Responsible person" as Covid Officer for the group will meet these requirements if required.

Please complete this form and return it to The Booking Secretary by email to ebmhnorthop@gmail.com (preferably as a PDF) or at the address above.

Once returned this will be confirmation that you have read and accepted the terms conditions. It will confirm the booking and we will generate an invoice. The invoice will explain how payment can be made. Our preferred method of payments is bank transfer. For occasional bookings, invoices are generally sent out at the beginning of the month prior to the event.

If for any reason you need to cancel your booking, please let us know at early as possible. Bookings cancelled less than seven days prior to the date may incur a charge (usually 50% of the agreed fee)

Users are reminded that they will need their own insurance cover especially for high-risk activities such as bouncy castles. These are specifically excluded from our insurance policy.

Users will be charged an additional fee to cover the energy costs of running this equipment.

All hirers of the hall are required to read the conditions below.

Further details of terms and conditions are available.

The Responsible Person

This is the person who will be manage the activity/event. Responsibilities include, but are not limited to: -

- Arranging for opening and locking the hall (see contact details below)
- Being the point of contact for the booking and billing (unless otherwise stated)
- Disseminating information to attendees
- Fire prevention and evacuation procedures
- Basic food hygiene requirements
- Location of welfare facilities (e.g., toilets)
- Arrangements for recycling and waste disposal
- Requirements to return the hall to proper condition for the next user group.

Recycling. All hall users are requested to recycle as much material as possible. Please do not place recyclable waste in the rubbish bin. If there is too much for the bins, please take it home to recycle.

- Food waste - in the small green bin. Spare bags are in the cupboard
- Plastic and cans - bin in the kitchen, grey bag on wall by kitchen door
- Paper and cardboard - blue bag on the wall by the kitchen door

Please note Evening events are required to end by 10.30pm. Subject to agreement by the trustees this may be extended to 11.30. At the end of the evening the building must be cleared with the lights out and the doors locked by the agreed time)

Name of user group (if applicable)					
Responsible person" for group (see above)					
Name		Role		Address	
Tel No.		Mobile			
Email address					
Other contact person for group (for billing)		Name		Tel No.	
Email address				Mobile	
Details of use by group					
Date and Time		What hall is being used for			Cost (to be agreed) £
Rooms required	Main hall Yes/No	Library Yes/No	Back room Yes/No	Kitchen Yes/No	
Other requirements Tables, chairs	Please note that if the extension stage, stage lighting or PA system is required this must be arranged at the time of the booking. An addition fee may be incurred. See below for list of available resources in the hall (see page 5)				
This form must be signed before you use the hall.					
It is important that you have read the guidance notes for using the hall before you use the hall.					
I have read and understood the guidance note. (Please note. If this is returned by email it will be taken as a declaration that you have read and understood the guidance notes – a signature will be unnecessary)					
Name (Responsible person)		Signed		Date	

Privacy notice

We require your name, organisation address, email address and phone number for the purpose of administering your booking and use of the hall. EBMH may use your data to send you information by post, e-mail or SMS related to those purposes. We do not share data with any other organisation. The information will be stored in a secure location accessible only to the officers and staff of the organisation.

Detailed terms and conditions are displayed in the foyer.

To be returned to The Bookings Secretary by email to ebmhnorthop@gmail.com or at the address above.

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Guidance for users of the hall

General

All users of the hall need to be aware of these guidance notes before they use the hall. They are to help you to enjoy the facilities of the hall in a safe and secure manner and to ensure that your actions do not impact on the use of the hall by other users. It is important to note the following: -

1. This hall is a charity. It is managed by volunteers (The trustees) on behalf of the community of Northop for the benefit of the people of Northop. The trustees receive no remuneration for their work.
2. The money to run the hall comes from hiring the hall and fundraising with a small maintenance grant from Northop Community Council.
3. We do not employ a full-time cleaner or caretaker
4. We offer very competitive rates for using the hall. We are able to do this because we do not have full time staff but we rely on our users to protect the facility and leave it ready for the next user.
5. Please note that as the hall is in a residential area. All events must end by 10.30pm. Please respect those residents of the area and ensure that your actions to do not adversely affect them.
6. The hall does not have a Television License.

The contact person for the group.

Will be the first point of contact if we (the trustees the hall) need to contact the group
This will be the person the bill is sent to (unless we are instructed otherwise)

The responsible person.

All users are required to identify a "Responsible Person" who: -

- Must be present at all times or nominate another person to carry out the role
- May (but doesn't have to) be the same as the contact person for booking and billing.
- Ensures the safety of the users of the hall while the group are using the hall.
- Is responsible for ensuring that the hall is left in suitable condition for the next user.
- Should be aware of arrangements for unlocking and locking the hall
- Should read these notes below and complete and sign the booking form for the use of the hall

Step 1 – Before the event - Familiarise

The responsible person is the person who in the event of an emergency will be responsible for ensuring that appropriate action is taken e.g., evacuation of all persons.

The responsible person: -

1. Should be familiar with layout of building including locations of toilets, facilities for disabled, fire exits, First Aid Box, fire extinguishers and fire blanket, evacuation procedures, sources of ignition (actual and potential) and how to contact emergency services (dial 999 from mobile phone. Note – Pressing the break glass point does not automatically call the fire brigade).
2. Ensure that relevant information is passed to those attending.
2. Should be familiar with where the isolations for the electrical and water supplies are (see plan of building)
3. Should contact a member of trustees if there are problems with the building (contact details below)
4. Make arrangements for opening and closing/locking the hall

Step 2 – While the group are in the hall - inform, monitor and act: -

At the start	<p><u>Emergency Arrangements</u> Keep a register of all persons present if practical. Make sure that everybody is aware of the emergency exits, the manual break glass points and the assembly point which is next to the notice board near the front gate. Remind everyone that smoking is not allowed inside the building (note – smoking is not permitted within 5 metres from the doors to prevent smoke entering the building) Advise that the first aid box is in the kitchen</p> <p><u>General Arrangements</u> Advise where other facilities are to be found e.g., toilets Ensure that any of the group's own equipment is safe and used in accordance with manufacturer's instructions, particularly electrical equipment.</p>
Monitor and maintain vigilance	<p>Look for sources of fire (NB – naked flames such as candles are not permitted) Look for other activities that can cause harm to persons Ensure fire exits are clear at all times Ensure that food hygiene requirements are met Ensure that any liquid spills are cleared up immediately</p>
Act if required	<p>If action is required the responsible person must facilitate the action e.g. raise alarm and evacuate the building, seek first aid. Contact a member of the hall management if required (see list below)</p>

Step 3 - After the event – check, clear and close:

Clear	<p>Make sure that all hall equipment is returned to its appropriate place and chairs are not stacked more than 8 high. The trolleys provided for moving chairs should be used. Ensure tables and other surfaces are wiped down; and stacked on the trolleys. Remove your own equipment and materials. Please use the waste and recycling facilities provided. If you have bulky waste, it is very helpful if you can take it home, we have limited facility for storing and removal of waste. Avoid leaving food waste outside the hall as it can attract vermin; take it home if you can. Check the hall for litter or other material that may have been spilt (NB – brushes, mops, bucket are available in cleaning cupboard near the kitchen)</p>
Check	<p>That all taps, lights and other electrical equipment are turned off, especially the toilets.</p>
Close	<p>Close all doors and windows. Lock outer doors and return keys, report you have left the building or other agreed procedure (see Step 1 Item 4). Report any problems that have occurred</p>

Additional notes

- In order to keep the hall secure users are requested to ensure that doors are firmly closed when they leave. It may be necessary or desirable for your own security for the outer doors to be locked while you are in the hall especially during the hours of darkness.
- There are electronic locks on two of the doors that activate about 9.00pm. These release automatically as somebody approaches from the inside. There is an additional release button by the doors.
- Electrical equipment used in the hall must be PA Tested.
- Users are reminded that whilst we provide a kitchen facility the responsibility for maintaining a healthy working environment remains with the user.

Contacts

1. Robert Mackey (Chairman) 07517 426 164 or 07901 938676 or ebmhnorthop@gmail.com
2. Cliff Aincham (Facilities Manager) 07734 282 064

Hall dimensions

Room (in metres)	Length	Width	Height
Main hall (to front of stage)	14.3	9.1	Over 5m
Main hall (overall)	15.8	9.1	
Back room	7.4	9.1	Over 5m
Library	6.4	4.2	Approx. 2.5m

Tables and chairs

	Size in metres	Number	Storage location
Folding tables	1.8m x .75	19	On two trolleys in cupboard in back room
Stacking tables	0.75 x 0.75	14	On the stage
Chairs	Stacking	155	35 in library (no more than 7 high) 120 in cupboard in back room
Library	Large committee table and 12 chairs		

Kitchen

Cooker	Instruction manual on wall by cooker
Cups, saucers, mugs	In cupboards
Cutlery	Available on request
Fridge and freezer	Please label any food you leave in either
Hot water boiler	Take care when handling. Do not move when containing hot water.
First aid box	On wall

Access

Disabled access is via ramp to left of building

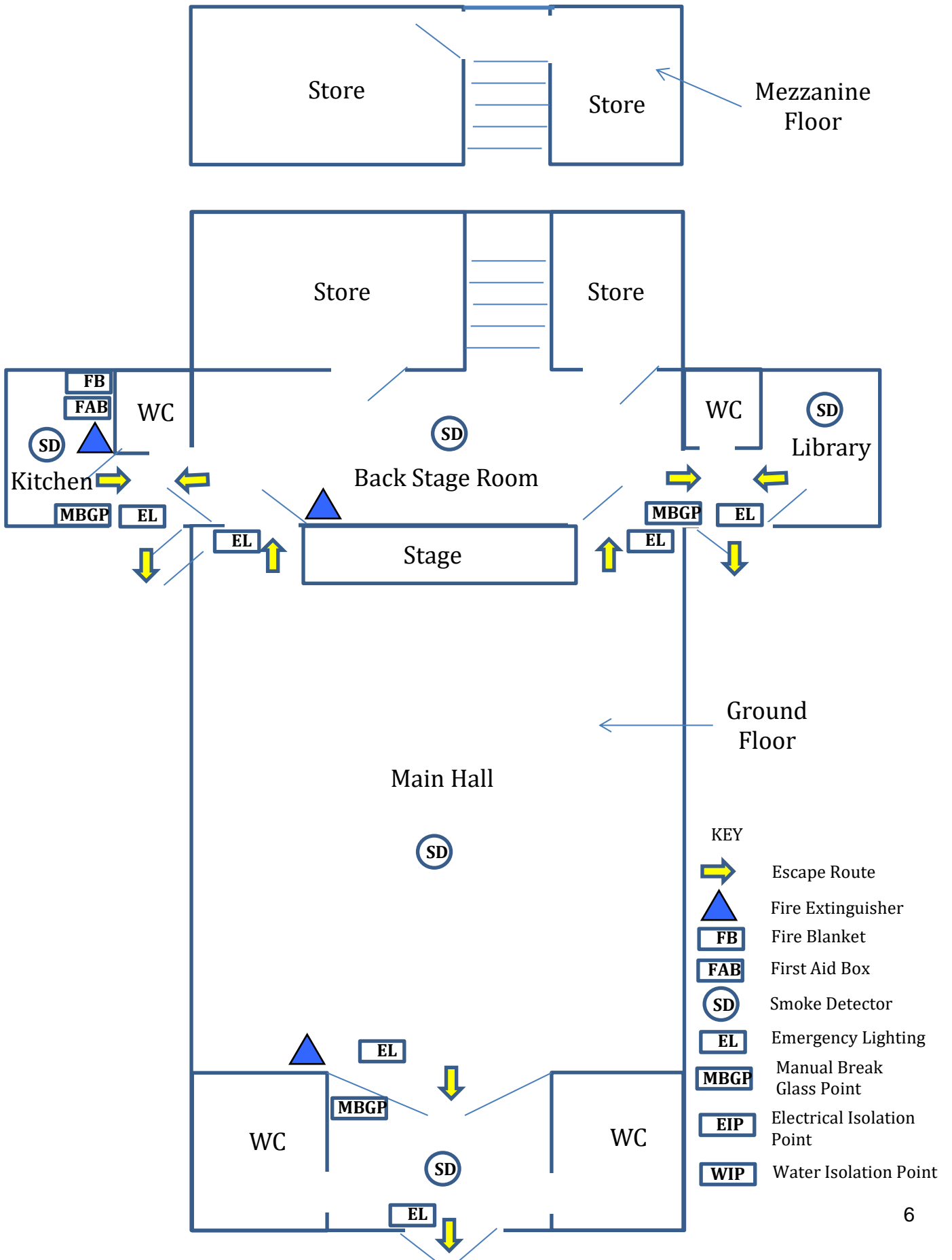
Doors to both sides of the building (but not the front) are step-free










Other resources (please contact booking secretary if required)

- Stage lighting
- PA system
- Extension stage

These may incur additional fees

PLAN OF THE HALL SHOWING ACCESS AND ISOLATION POINTS



- KEY**
-  Escape Route
 -  Fire Extinguisher
 -  Fire Blanket
 -  First Aid Box
 -  Smoke Detector
 -  Emergency Lighting
 -  Manual Break Glass Point
 -  Electrical Isolation Point
 -  Water Isolation Point