

### Standard Conditions of Hire for Sutton Poyntz Mission Hall:-

1. The Hirer is responsible for having the appropriate **insurance** for their event, unless by prior arrangement when booking.
2. The Mission Hall is insured by the Mission Hall's trustees for use by up to **60 people**.
3. The Hirer to produce their own **Risk Assessment**
4. The Hirer may **store equipment** in the Hall by prior arrangement.
5. During the hiring period, the Hirer will be responsible for the supervision of the building and its contents, their care, and safety from damage.
6. There is a **No Smoking Policy**
7. The Hirer must follow current **Government Health Guidelines** when necessary (e.g. COVID awareness).
8. There is an **Accident and Minor Injury Book** located in the kitchen.
9. The Hirer is responsible for the **behaviour** of all persons using the Hall and the Orchard.
10. **Parking** in front of the Hall's Entrance is for unloading/loading only. The Hirer must ensure proper parking supervision so as to cause no obstruction. No parking is allowed adjacent to the Hall on Mission Hall Lane due to the narrow road, although set-down and pick-up are allowed. There is free parking nearby around the village.
11. When the **kitchen** is used, crockery, cooker and utensils are to be left clean. Used tea cloths, towels and tablecloths to be returned washed.
12. If the **small card tables** are used, cover them with the small vinyl table cloths which are stored in the kitchen.
13. All **breakages and damage** must be reported in writing on the Hazard Report sheet.
14. If **candles** are lit, for safety, please use them in the glass globes stored in the kitchen.
15. **Fire Exits** must be kept clear at all times.
16. The Hirer shall designate a person to notify visitors and users about the **location of the Fire Exits, extinguishers and the Fire Evacuation** procedure notice on the Hall Noticeboard e.g. before a performance, celebration or meeting.

#### **At the end of hiring and when leaving, it is the responsibility of The Hirer to:-**

1. Leave the premises in a clean and tidy condition with the chairs and tables stacked.
2. Remove anything brought into the premises for the hire period e.g. equipment, belongings or food in the fridge. There are bins outside the side kitchen door for recycling waste, empty bottles etc.
3. Check that all of the kitchen equipment is turned off, including the hot water switch under the sink and the drinking water heater to the right of the serving hatch.
4. Turn off the heating in the kitchen, passageway and main Hall.
5. Turn off the lights in the kitchen, toilets and Hall.
6. Shut all windows and doors including the FIRE DOORS.
7. Lock the side door from inside and lock the front door, placing the key in the Safety Key Box.

**Bookings:-** Maureen Morris 01305 835533.

### **FIRE SAFETY - Sutton Poyntz Mission Hall**

#### **If there is a fire, the person in charge must:-**

1. Instruct people to leave the building.
2. Direct people to the Fire Assembly Point - gravel area outside the Hall or further away along the lane if safer.
3. Call the Fire Brigade - 999
4. Give the address:- The Mission Hall, Mission Hall Lane, Sutton Poyntz, Dorset DT3 6LY  
Grid reference: 370 580 metres East and 083 880 metres North
5. Ensure that once the Hall is evacuated, no member of the public re-enters the building.
6. On arrival of the Fire Brigade, tell them the persons who are safe and accounted for and if there are any casualties or people unaccounted for.
7. Only use the Hall fire extinguishers if it is safe to do so.