

## Conditions of Hire for Sutton Poyntz Mission Hall.

**Bookings:-** Maureen Morris 01305 835533.  
or email:- vulcanpilot617@gmail.com

1. The Hirer is responsible for having appropriate **insurance** for their event, unless by prior arrangement when booking.
2. For fire safety & convenience, hirers should nominate a responsible person & where possible manage the number of people to a **maximum of 60**. If occasionally more than 60 arrive for a non-ticketed event, extra vigilance is needed.
3. The Hirer needs to produce their own **Risk Assessment**.
4. Hirers who have regular care and responsibility for children and/or vulnerable adults need a **safeguarding policy**.
5. The Hirer may **store equipment** in the Hall by prior arrangement..
6. During the hiring period, the Hirer will be responsible for the supervision and **care of the building** and its contents, ensuring there is no damage.
7. There is a **No Smoking** Policy in the hall & the grounds.
8. The Hirer must follow current **Government Health Guidelines** when necessary (e.g. COVID awareness). When the **kitchen** is used, please follow the Guidance notes on Food Safety displayed there. Please leave all surfaces, cooking facilities, crockery, cutlery and glasses clean. Used tea cloths, towels and tablecloths to be returned washed. Children in the kitchen must be supervised by an adult at all times. No deep fat fryers to be used.  
N.B. If your organisation wishes to provide food more than 6 times a year of a type that needs extra care e.g. cooking fresh meat, contact Mission Hall Trustees because the kitchen may need Local Authority registration.
9. In the kitchen, there is a : - **First Aid Kit**; Fire blanket & Fire extinguisher; Hazard Report sheet; plus an Accident and Minor Injury Book. Hirers are required to report in the relevant book, any property damage, accidents or potential hazards discovered for Trustees to act upon if necessary.
10. The Hirer is responsible for the **behaviour** of all persons using the Hall & the Orchard. Adults looking after children are responsible for their safety at all times.
11. The gravel **Parking** area in front of the Hall is very restricted & should be reserved for those with real need. Garden access plus the area nearest the road must be kept free for emergency vehicles. Parking must not be permitted on Mission Hall Lane. There is plenty of free parking nearby around the village.
12. If **candles** are lit, for safety, please use them in safety-glass globes / containers.
14. The Hirer can bring their own safe and unmodified **electrical equipment**. Please take away afterwards. If the Hirer sees any electrical appliance, plug or lead that looks damaged or unsafe, do not use. Inform a Mission Hall Trustee.
15. **Fire Exits** must be kept clear at all times.
16. Before a meeting or performance, the Hirer shall designate a person to notify visitors and users about the **Fire Evacuation Procedure** plus the location of the Fire Exits and extinguishers. (See **Fire Safety** below.)

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

1. Leave the premises in a clean & tidy condition with the chairs stacked & tables in trolleys.
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 heaters in the kitchen, kitchen passageway, both WCs and the main Hall.
5. Turn off the lights in the kitchen, toilets, passageways and Hall.
6. Shut all windows, doors and fire doors.
7. Having ensured all people have left the building, lock the kitchen door and front door from the outside by following the instructions on the lock.

### **FIRE SAFETY at Sutton Poyntz Mission Hall. If there is a fire, the person in charge must:-**

1. Instruct people to leave the building. Ensure everyone has left. If time, take the Health & Safety pack by main door.
2. Direct people to the Fire Assembly Point - the Village Green grass area. Turn left from the Hall 40 metres towards the pond & the grass area is on the left. Move further away along the lane if necessary.
3. Call the Fire Brigade on 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. //newsreel.masks.beam
5. Ensure that once the Hall is evacuated, no member of the public re-enters the building.
6. When the Fire Brigade arrives, 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.

**A list of Mission Hall Trustees' contact numbers is visible inside & outside the hall.**

**All documents relevant to hirers are in the Mission Hall display unit & folder plus at [suttonpoyntz.org.uk](http://suttonpoyntz.org.uk)**