

**Belbroughton Church Hall – Instruction Sheet (2025)** **Please Read Carefully**

The information provided is to enable you to run an enjoyable and successful event, to leave the Hall in reasonable condition for subsequent use and to minimise disturbance to our neighbours. The Hall MUST NOT be used forunlawful, immoral, pagan, satanic or witch craft themed events; Please visit the website for Full T&C’s

 **Access & Keys**

* Keys will be made available via the key safe located to the side of the front door. The access code will be sent by email or text.
* Please report any concerns or damage to a member of the Committee as soon as possible.

**Safety & Security**

* Fire procedure and Emergency information is displayed in the Hall, please familiarise yourself on arrival.
* The Hirer is responsible for the safety and security of all persons using the Hall during the Hire period.
* The Hirer should familiarise themselves with all exits from the building.
* To comply with the Premises Licence, the Hirer must appoint a reasonable number of stewards for the event. (A minimum of 3 for 200 people). The stewards should be visually identifiable and briefed on the fire and emergency procedures.
* The inner door has a closer spring attached. Whilst events are underway the door must not be wedged open.
* For emergency services, the address to be given is **Belbroughton Church Hall, Church Road, Belbroughton Stourbridge DY9 9TE.**

 **First Aid**

* A first aid kit it located in the kitchen.
* If necessary the accident book should be completed and is located in the kitchen.
* A defibrillator is located on the outside of the Talbot pub, Hartle Lane, DY9 9TG.

**Licence**

* There is a licence for music, dancing and entertainment between 11.00 and 23.00 Monday to Saturday and 11.00 and 22.00 on Sunday. The Hirer is liable for any fines imposed by the local authorities which can be up to £5K if complaints are received and proven for events operating outside of the Halls Premises License. For the sale of alcohol or other licensable activities require a Temporary Event Notice. Hirers must contact the Bookings Secretary if a TEN is required,
* If a TEN has been granted, the notice holder must be present at the Hall for the duration of the Event and a copy of the TEN must displayed on the premises.
* Even when a TEN has been obtained, all music and bar sales must be concluded by 11pm - all events must finish and guests left the car park by 11.45pm
* Sale and consumption of alcohol is only permitted within the Hall NOT on the car park.
* It is the responsibility of the person signing the booking form to obtain and display a TEN if required

**Care of the Hall**

* The Hall is a listed building and has to be cared for appropriately. **Do not use nails, drawing pins, staples, Blu- tack or Sellotape** to affix decoration or signage.
* The maple floor has a wax floor sealant providing a non-slip finish. Please do not put down chalk or other material to make it slippery for dancing. The floor should not be washed but if any spillages occur then please mop up with a dry cloth as soon as possible.
* If possible Please take your rubbish home

**Catering**

* The kitchen has a kettle, fridge freezer, microwave, gas cooker and a warming oven. The gas boiler in the kitchen provides hot water on demand.
* There is a hot water urn for larger amounts of hot drinks – this dispenses boiling water and must not be used for washing up. The Urn needs to be switched on by firstly turning on the master switch on the wall, then the switch on the side of the appliance. The coloured light will indicate when water is at the correct temperature for use. The machine is plumbed in and will automatically refill with water as it is used.
* Crockery is available in the cupboards below the serving hatch.
* A drinks fridge and freezer are located in the bar area by the main entrance.

**Chairs & Tables**

* Located in 2 rooms on the left-hand side from the entrance.
* After use, all must be returned clean to the storerooms.
* Chairs are to be stored to a maximum of seven high with their backs towards the Hall, seats facing the window.
* Tables should be stored safely against the walls. Take note on how to fold the legs.
* For children’s parties please use the green tables and benches.

**Decoration**

* Use of ladders exceeding 1.5 times a person’s height is not permitted.
* Hooks are provided around the walls/beams to hang decorations from, please do not use Sellotape,blutac, nails or drawing pins on the walls.
* A large projection screen is located at the kitchen end of the Hall and can be accessed by the pull chord. To retract the screen, gentle pull, pause and then release whilst holding the chord to allow a controlled rise.

 **Dividing Partition**

* The Hall can be divided into 2 areas using the folding partition.
* Due to the size and weight of these doors, it requires 2 people to move them.
* The doors must be bolted top and bottom at all points when the doors are extended. The curtain pole kept by the large window can be used to put the upper bolts in place.

**Facilities for the Disabled**

* The main entrance has 3 steps from the porch to the floor of the Hall- a light to these is located in the entrance porch. An alternative ramped entrance, suitable for wheelchairs, is available. Go to the rear of the wall at the end of the car park and take the path around the back of the Hall. From the inside of the Hall the fire exit door by the disabled toilet should be opened enabling wheel chair access. We recommend wheelchair users be accompanied.
* There is a toilet suitable for wheelchair access.
* There are baby changing facilities and 2 x high chairs.

**Heating/Hot Water**

* **Heating**: from November to March the heating is always on at a background level of 14 °C. On entering the Hall for your booking the heating should be increased. The thermostat is located by door to the chair store. Click the right arrow to 18 - 20 °C. On leaving the Hall, click the left arrow down to 14 °C. Avoid pressing the “M” on the ring.
* **Hot water**: the supply for the toilets and bar area has to be turned on at the switch in the table store. Turn off on leaving.

**Lighting**

* The exterior light and emergency lighting operate automatically.
* Car park lighting and lighting to the entrance steps is from a switch in the porch next to the hall entrance door.
* The Hall lighting is controlled by switches at the bar entrance.
* The lights must be switched off on leaving the Hall.

 **Noise PLEASE RESPECT OUR NEIBGHOURS**

* The Hall is in a residential area. All users are requested to not make excessive noise, particularly late at night and in the summer when the windows and doors may be open during the day. The car park can not be used for the sale or consumption of alcohol.
* The Hall has a sound limiter which will interrupt the power supply of the whole Hall if the sound levels exceed the pre-set limit. Warning lights show when this is being reached and users of amplified sound equipment should ensure they remain below the upper limit. Modifying the system in any way will be in breach of the booking conditions and will result in the loss of the Security Deposit.
* From 10pm in the evening outside areas can not be used for entertaining, the doors and windows must be kept shut and the curtains drawn across the windows.
* Guests at events must ensure taxis and lifts are booked for departure by 11.45pm.
* If any noise complaints are received – any security deposit paid will be retained.

**Smoking policy**

As a public building, smoking is not permitted in any part of the premises. Smoking is not permitted around the entrance to the Hall and we request that smokers are directed to the area at the end of the building by the brick wall in the car park. Please do not discard cigarette ends on the car park or in the flower tubs.

**Use of the Grounds**

* The car park is for the use of those using the Hall and for parking of vehicles.
* Sale and consumption of alcohol is not permitted in the car park or grounds at any time – food may be served up to 10pm
* Use of the grassed area behind the Hall is allowed during the day up until 22;00. All other areas in the vicinity of the Hall are out of bounds.
* Gazebos can only be used in the garden and MUST NOT be used on the car park; nothing must be pegged into the car park.

**Youth Events -** at any event where children are present, the Hirer is responsible for their behaviour and safety in and around the environs of the building.

**End of Event requirements**

* + **Guest departure**: ensure guests they take all their belongings and for evening events, ensure the bar and music finish at 11pm.People leave as quietly and quickly as possible. Taxis/lifts for collection of guests must be booked for departure by 11.45pm.
	+ **Clearing up**: as detailed above and per various notices, the Hall must be left clean and with equipment in its specified place. The Hall should be swept but not mopped.
	+ **Rubbish & Recycling:** Take rubbish home orplace all rubbish in the appropriate bin. There is recycling bin for glass/card and plastics. All other rubbish should be put in black bin bags and placed in the waste for landfill. The bins are outside by the kitchen exit door.
	+ **Windows & external doors:** ensure that they are all closed and secured, including those in the toilets and storerooms. **French Windows must be kept closed after 10pm during Music events**
	+ **Heating & Equipment:** if the heating is on**,** turn it back down to 14 °C, ensure all appliances are switched off with the exception of the fridges.
	+ **Lights:** all should be turned off including the car park floodlights.
	+ **Damage & Missing Items:** please report these to the booking secretary immediately.
	+ **Lock up & return the keys to the key safe.**

The Hall is located in a residential area and excessive noise must be avoided at all times. Failure to comply with this will be in breach of the booking conditions and will jeopardise the use of the Hall as a community facility.

**Belbroughton Church Hall Management Committee
Bookings Secretary:**  Email: belbroughtonchurchhall@gmail.com

**Website address is belbroughtonchurchhall.co.uk**