



West Hatch Village Hall

Hiring and using West Hatch Village Hall. Registered Charity Number 282641

Key contacts

In case of concerns or issues contact one of the following key holders:

Douglas Kerr, Chair on 07770 990213 or 01823 480621

Peter Baverstock, Treasurer on 01823 480015

Margaret Luck, Secretary on 01823 480445 or 07549 101770

NB – mobile phone cover is weak inside the hall and you are advised to use yours outside the hall.

Emergency first aid

The location of accident book and first aid kit – are to be found in the red first aid bag hanging in the reception entrance and the accident book is within this.

Use by businesses or by a self-employed trainer/person - *Terms of Hire*

It is important that you hold your own insurance cover and update Employer's Liability Insurance and Public Liability Insurance policies annually. For ongoing sessions held by yourselves copies of your insurance cover must be available for checking by the Treasurer.

Other events – e.g. large gatherings, events attracting crowds

For any events not planned or organised by West Hatch Village Hall Committee you are required, as our hirer, to hold your own insurance cover. Examples might be car boot sales, musical events, craft fairs. Permission to hold such events must be given by the Trustees. Use of items such as Bouncy Castles/Paint Balling e.g. for a children's party may require insurance cover. You should check prior to use, confirming with us such cover is in place.

Use of the building and its contents

You will be made aware of the lighting and heating systems and where you can find chairs, crockery, cooker, washing up machine and tea towels etc

We ask that you leave the hall as you found it with everything you have used put back to where you found it.

Please ensure that table covers and towels are washed, dried and returned to the hall within 4 working days, or a fee agreed for this work to be undertaken by the hall management team.

Table tops should be wiped down at the end of your session.

Items borrowed for use off site must be returned in the state they were allocated to you.

Water heaters and their locations

There are two water heaters in the hall. One water heater switch is under the window dishwashing area, to the far left and under and at the back of the work surface. The switch turns it on. On leaving the hall, please turn this off.

A second water heater switch is located to the left of the first inside toilet above the door. You should not normally need to use this, but if you do, please turn it off when you leave the premises.

Leaving the hall

All lights must be turned off (red dots – shuts off lights/green dots turn on)

All heaters must be turned off by the switch next to them, which will turn off the booster switch.

Water heaters and hand driers must be left switched off.

As you leave the outer key should be turned to close the door and the second exit pushed shut. Key must be replaced in the key safe.

Put bin bags and vegetable waste in the recycling bins at the side of the hall by the defibrillator.

Any fluids/drinks used when in the hall should be taken away with you and disposed in your own home.

Outside

The lights are on timers and movement sensors so will turn off themselves.

Should the defibrillator be utilised, the Hall Chair, Secretary or Treasurer must be advised to make arrangements for its re-calibration.

Thank you for using our lovely community hall. We hope you have enjoyed your time there.

This Policy was agreed at the Committee Meeting held on 20th April 2026

Review Date: March 2027

Other information and details: