

Summary of the Standard Conditions of Hire

1. You must agree to comply with the Standard Conditions of Hire.
2. You must be present throughout the Hire.
3. Your Hire must finish by 11.00 p.m. The use of helium balloons is not permitted and smoking is not permitted anywhere in the building.
4. You are responsible for any loss or damage to the Hall during the Hire.
5. You may not install or attach any notices or other objects to any part of the Hall.
6. You are responsible for the safety of everyone who enters the Hall during your Hire; you are also responsible for the car parking arrangements.
7. The Hall may be used only for the purposes stated in the Hire Agreement and between the times stated.
8. If you intend to sell alcohol you must seek permission from the Trustees in advance; you are also responsible for obtaining the appropriate licence from the Local Authority.
9. No activity that is against the law may be carried on during the Hire. You must comply with any laws concerned with Fair Trading and Food Hygiene.
10. No animals are permitted on the premises except by prior arrangement.
11. If children are present during the Hire you must comply with the relevant legislation.
12. You must ensure that the Hall is locked at the end of the Hire and you must remove all rubbish.

This is a summary of the Standard Conditions of Hire. The full Conditions, which you must agree to accept before you hire the Hall, are printed on the Booking Form.



This photograph was taken during a recent function at the Hall. Please note that the tables, chairs and decorations were brought in specially for the occasion.

Merstham Village Hall

Station Road North, Merstham, Surrey, RH1 3ED



Merstham Village Hall is a multi-purpose hall and is in use for much of the week. It is available for meetings, talks, some parties, wedding receptions, etc. Many groups use it on a regular basis: among these are dance classes, keep fit, badminton and a model railway club.

The Hall is in Station Road North, in Merstham, less than five minutes walk from the station. There is limited free parking for Hall users adjacent to the Hall and additional parking in surrounding roads (see over for further details). For all but established Hires a deposit will be required and this will be returned providing the Hall is left in a clean and tidy condition and all rubbish is removed.



Access to the Hall

Once the Hire has been agreed and the Hire Charge paid, you will be asked for a six-digit code for the lock to the main entrance door. It is your responsibility to ensure that the Hall is left clean and tidy, and that the door is locked, following the Hire. After the completion of the Hire the entry code will be invalid.

Car parking

Although the car park to the rear of the Hall is used by commuter parkers during the week, at weekends there should be plenty of room.

There are two parking spaces for disabled users and two ordinary parking spaces in front of the Hall, between the Hall and Station Road. The four spaces alongside the wall of the Hall are also reserved for Hall users. Please observe the hatched 'No Parking' areas to allow safe egress from the Fire Exits if necessary.

Kitchen

The kitchen may be used for preparing and serving light refreshments, hot and cold drinks, etc.; it is not suitable for full-scale catering. It has a cooker, sink, refrigerator, and a hot-water urn for tea and coffee. A hatch gives access to the main Hall. No cutlery or crockery is available.

Health and Safety

The main entry and exit doors are adjacent to Station Road. A secondary exit is in the left-hand wall just before the stage. There are also two fire exits accessible from the below-stage dressing room corridor. All Hall users must ensure that Fire Exits are kept clear of any obstruction.

The stage

The stage area is normally available to Hall users. Below the stage is a dressing-room, which may be used on request and for which an additional charge will be made.

The stage is equipped with a basic lighting and sound rig. If use of this is requested there will be an additional charge and its use is strictly on the understanding that a responsible and suitably qualified person will be operating it (provided by the Hirer). In addition to the Hire charge a substantial deposit will be requested.

Tables and chairs

There are approximately 16 GoPak 6ft trestle tables and 140 chairs. These are kept in the storeroom on the right-hand side of the Hall and if used they must be returned to this storage. Please take care to use the trolleys provided to lift the tables and chairs, and do not drag them across the floor. Also note that there are two slightly different styles of chair – one with green 'feet' and one without. Like chairs should be stacked no higher than ten high, and the two styles should not be mixed.

Toilets

Toilets – gents, ladies, and for the disabled – are situated in the side passage off the foyer.

Balcony

The staircase immediately inside the main entrance door leads to the balcony. This is not normally available for hire.

Heating and lighting

During winter months the heating will be set to come on approximately an hour and a half before the start of the hire. Switches for the main fluorescent strip lighting (a bank of four switches) are on the right-hand wall just inside the Hall.

Hearing Loop

The Hall is equipped with a Hearing Loop for those with hearing difficulties. If it is required for your hire a request for its use should be made in advance of the hire.

Sale of alcohol

If alcohol is to be made available for sale on the premises a separate licence is required, which must be obtained from Reigate and Banstead Borough Council at least ten days in advance of the Hire. The Trustees must also be informed in advance, as a limited number of licences are available during the year.

