

The Winn Hall, Dunsfold

owned by The Winn Memorial Parish Hall CIO (“the CIO”)

INFORMATION FOR HIRERS

Section A

Hirers should read this Section A before completing an application to hire

1. Hiring Fees

(a) For the **MAIN HALL** only

- Local individual occasional hirer £15.00 per hour
- Local individual regular hirer £9.50 per hour
- Local organisation (occasional or regular) hirer £9.50 per hour
- Non-local hirer £23.00 per hour

(b) For the **NUGENT ROOM** only

- Local individual occasional hirer £10.00 per hour
- Local individual regular hirer £6.50 per hour
- Local organization (occasional or regular) hirer £6.50 per hour
- Non-local hirer £12.00 per hour

(c) For the **MAIN HALL** and the **NUGENT ROOM** combined

- As set out above but with a discount of 10%

Bookings must be for a **minimum of 2 hours**.

Wedding Receptions

There is a composite fee, to include the use of better quality crockery and the fee for alcohol, for Saturday wedding receptions with the use of the hall from 1.30pm on Friday to the end of the reception, with time for clearing up on Sunday mornings of £400 for residents and £500 for non-residents.

Additional Hiring Fees

- (a) Hiring fees include heating, lighting and the use of standard crockery. Better quality crockery is available at a supplementary charge of £10.

- (b) For events at which alcohol is to be consumed there is a supplementary charge of £10.
- (c) For the use of the piano keyboard and associated equipment in the Property there is a supplementary hiring fee of £10
- (d) For the use of the data projector and screen in the Property there is a supplementary hiring fee of £10.

Hire of Facilities and Equipment, including Tables and Chairs, for use outside The Winn Hall

- (a) Chairs and tables are free of charge with the hire of the Property.
- (b) Hiring fees for facilities and equipment, including tables and chairs, for use outside The Winn Hall are available from the Bookings Secretary (Ali Allison by telephone landline: 01483 200090 or mobile: 07720 292145 or email: winnhallbookings@gmail.com). Note that the padded chairs are not available for use outside The Winn Hall. Hirings of chairs for use outside The Winn Hall are confined to the tubular and folding chairs.

Schedule of equipment

See the below Schedule of Equipment for further information about the equipment which is available for Hirers.

2. Payment of Hiring Fee

The Hiring Fee must be paid in full at the time of booking unless you are notified that payment can be deferred and made within 21 days after service of an invoice.

3. Deposit

A returnable deposit (not exceeding £100) of an amount to be notified to you as security for damage may be required.

4. Application from a non-resident

If you are not resident within Dunsfold village your application must be supported by a written reference from a Dunsfold resident known to the CIO's Management Committee.

5. Premises and Music Licences

The CIO has the following licences –

- a premises licence
- a music licence for the performance of copyright and recorded music.

Copies of these licences are on display at the rear of the Main Hall and have been published on the CIO's website – (www.dunsfold.info)

In particular you should note that the CIO's licences do not cover –

- the supply of alcohol (see clause 6 below)
- a very limited number of activities which are not covered by the premises licence and which will require service of a TEN (see clause 6) by you (if in doubt about this you should raise the matter with the Bookings Secretary at an early stage)
- certain music performances, notably where the price of admission is £20.00 or more or where it is connected with an income earning activity, for which hirers must hold your own music licence.
- Service of food by you which involves “a certain continuity of activities and a certain degree of organization” and which therefore requires you to be registered as a food business operator.

You must ensure that if any other licence is required for any activity which you propose carrying out on the Property the necessary licence is held by you.

6. The Sale of Alcohol or other licensable event not covered by the CIO's premises licence.

If the proposed event includes the sale of alcohol (including a paid for event at which alcohol is to be supplied) or other licensable event not covered by the CIO's premises licence the hirer **must** serve a Temporary Event Notice (“TEN”) on Waverley Borough Council for which a fee of £21 (as at 1 September 2023) is payable. For further information about TENs and an application form see –

<https://www.waverley.gov.uk/Services/Business-and-licensing/Licences-and-registrations/Alcohol-entertainment-and-charity-licences/Temporary-Event-Notice-guidance>

7. Third Party Liability Insurance

You must have adequate third party liability insurance. The Hiring Agreement will contain an obligation by you to produce on demand to the Bookings Secretary evidence of third party liability cover.

8. Maximum Numbers

For the Main Hall

Total, 185; Seated at Tables 100, Seated Theatre Style 110.

For the Nugent Room

Total 30; Seated at Tables 15, Seated Theatre Style 20.

9. Age and Activity Limits

The Property is not normally hired by the CIO for parties for those between the ages of 14 and 22 years. The Property is not suitable for games involving throwing or kicking.

10. No Stiletto Heels

Shoes with stiletto heels must not be worn in the Property and you must warn any proposed users of the Property in advance of this prohibition.

Section B

Hirers should read this Section B before taking occupation under a Hiring Agreement

1. Opening and closing the Property

- (a) The security code of the lock for the kitchen door for access to the Main Hall, and for the rear door of the Nugent Room, will be made available to regular users. For other users the appropriate doors will be unlocked by the caretaker prior to their arrival.
- (b) Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.
- (c) Please telephone the duty committee member in case of difficulty. Telephone numbers for all committee members are given in the window of the kitchen adjacent to the kitchen door in the Main Hall and in the window of the door of the Nugent Room.
- (d) Details about closing the Main Hall and the Nugent Room are provided in the Special Conditions for Hire (which are published on the CIO's website – www.dunsfold.info). In brief:
 - for the Main Hall the catch on the external kitchen door should be in the locked position before the door is securely closed; and
 - for the Nugent Room the rear door should be securely closed.
- (e) Guests are expected to vacate the Property within ten minutes after the end of a hiring period. After midnight (unless the event is New Year's Eve) only those helping to clear up after the hiring should be on the Property.

2. Safety

Your obligations relating to safety in the use of the Property are contained in the Standard Conditions of Sale (which are published on the CIO's website – www.dunsfold.info).

In particular you should note –

- (a) There must be no smoking in the Property.

- (b) The burning of candles and use of other naked flames in the Property is not permitted.
- (c) Highly flammable substances, such as straw bales, must not be brought into or used in the Property.
- (d) Fire and other exits must not be obstructed.
- (e) In advance of an entertainment, play or other event you must point out the fire exits for emergency evacuation and the need in the event of a fire evacuation to assemble in the car park.
- (f) In the event of a fire, the Property should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.
- (g) The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Property is occupied (a sketch plan showing these is provided at the end of this document). The Winn Hall's health and safety file is kept in the Main Hall kitchen.
- (h) A first aid box is located in the Main Hall kitchen and in the Nugent Room.

3. Chairs and Tables

Chairs, stored in the storeroom off the Main Hall and in one of the shower rooms off the Nugent Room, and tables, stored at the back of the Main Hall, are available for use in the Main Hall or the Nugent Room by Hirers. Great care should be used in taking and returning the chairs and tables. Please note that special care should be used in accessing and returning the chairs that are stored on the rack in the storeroom off the Main Hall. You must always take the chairs from the top tier, both sides, before any are taken from the lower tier. On returning the chairs you should put the chairs on the lower tier, both sides, before putting any on the top tier, otherwise the rack becomes unstable.

4. Power circuits/heating

The heating controls are located in the Winn Hall on the wall near the kitchen and in the Nugent Room on the wall in the rear portion of the building. Please let the bookings officer know if you need the Winn Hall or the Nugent Room to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the village hall being too cold or hot for subsequent users. The heating is timed to turn off at the end of your hiring. Please warn your guests, band or disco of this.

5. The Winn Hall's telephone and WiFi

The Winn Hall's telephone is located in the kitchen of the Main Hall. This is a coin operated telephone only. A list of contact numbers is provided on the notice board in the Main Hall. The Nugent Room has no telephone. The nearest external telephone is located outside the Winn Hall, just to the left (facing the road from the Nugent Room). WiFi is available in the Winn Hall and the code will be supplied by the Bookings Secretary. The mobile phone signal in the Winn Hall is very weak or non-existent but if a phone has the facility the Winn Hall's WiFi can be used for making a mobile phone call.

6. Car parking

- (a) Car parking is available at the front, side and rear of the Winn Hall. The side access road is used by residents of Arnold Close and this must not be obstructed. The Winn Hall car park will accommodate a good number of cars

if they are parked sensibly. The parking bays at the front and side are fairly small so it is better for larger cars to be parked at the rear.

- (b) Any overflow may park in the village car park which is on the opposite side of the road about 100 metres north of the Winn Hall. Cars are not allowed on the village Common.

7. Consideration for others

- (a) Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.
- (b) Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

8. Leaving the Property

- (a) Please leave the Property clean and tidy and take any waste home with you or arrange to have it taken away. In particular we ask you to ensure table-tops are wiped clean before being stacked in the storage area.
- (b) The Winn Hall is not provided with a refuse collection service, all rubbish must be removed. If the Property cannot be cleared within the period of hiring the Hirer must advise the caretaker (01483 201079) or the Bookings Secretary and return to complete the work by 10.00am the following day or earlier if another hiring is due to start.

9. Faults/ damage/ comments

Please report any faults or damage to the Bookings Secretary as soon as possible so that they can be rectified quickly. The Management Committee welcomes comments or observations that you may have about your hire of the Property.

10. Schedule of equipment

A Schedule of equipment is provided on the next page.

11. Sketch plan

A sketch plan of the Winn Hall is provided on the last page.

Schedule of Equipment

The following main items of equipment are available to Hirers as a part of their booking. The Main Hall also has other small equipment available (such as salt and pepper pots, milk jugs). Some equipment such as microphone, data projector, piano keyboard is available on request, in some cases for an additional fee. The Bookings Secretary can provide further information. As necessary, some equipment in the Main Hall, such as tables, can be made available in the Nugent Room.

Item	Main Hall	Nugent Room
Main Equipment		
Refrigerator	1	
Cooker	1	
Dish Washer	1	
Microwave Oven	1	
Bulkwater Urn	1	
Electric Urn	1	
Warming Cabinet	1	
Warming Plates	1	
Vacuum Cleaner	1	
Floor Polisher	1	
Crockery		
Sets of white crockery (plates, side plates, cups, saucers, bowls)	About 120 (extra fee)	
Sets of Green Crockery (plates, cups saucers)	About 60	About 20
Glassware		
Wine glasses	About 130	
Tumblers & Tankards	About 80	
Water Jugs	About 15	
Cutlery		
Knives, Forks, Spoons & Teaspoons	About 120	About 20
Other Kitchen		
Kettles	2	1
Teapots	About 15	
Double handed saucepans	4	
Trolley	1	
Tables and Chairs		
Chairs	106	20
Large tables	11	3
Small tables	9	

Winn Hall, Dunsfold

Sketch Plan showing Fire Extinguishers

