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**HIRE AGREEMENT**  
**UPOTTERY VILLAGE HALL**  
**(The Manor Room)**

**Summary of conditions:**

Please print this summary page and bring it with you, it contains useful information and contact details.

It is the responsibility of the hirer(s) to ensure they comply with all legal requirements/commitments, licensing, health, safety, fire and hygiene regulations concerning their particular event.

Please contact the caretaker/keyholder to arrange door opening (see Edwin below).

No advertising of bar services unless agreed.

All timing of events must be agreed in advance.

Hirer/authorised representative to check/familiarise self with fire exits & extinguishers.

No nails, pins or adhesive tape on surfaces, no use of ladders without express permission.

Please respect our neighbours and leave quietly.

Music events (with bar) to be over 18s only.

ALL activities to cease at 11.30 Mon-Thur & Sun, midnight Fri, 1.00am Sat (see EDDC licence).

**ACCIDENTS** please write all accidents in the accident book (in First Aid Box in kitchen).

**On exiting (end of session check list):**

Tables to be folded and left on stage/at stage end of hall.

Chairs piled into eights and left in hall (away from heaters).

Main hall floor to be swept before leaving (an additional charge may be levied if cleaning necessary).

Kitchen surfaces/appliances to be wiped clean.

All kitchen appliances and lights to be switched off (including in lavatories/store).

All windows and fire doors to be closed.

All rubbish to be taken home and recyclables put in correct bins/bags.

All external doors to be locked and main door to be locked and key posted in letterbox.

**Emergency contact number: Edwin Bartlett 07814 760123 (keyholder) or  
Marianne Sheard 07746 961892**

**Summary of Fire Action notice**

In the event of fire, immediately leave the building by the nearest exit, meet at the designated fire assembly point (car park area to the right when leaving by the main entrance/exit).

Call 999 and report the fire, location:- Upottery Village Hall (Manor Room), Upottery EX14 9PL.  
Please also call Edwin Bartlett 07814 760123.

**DO NOT ATTEMPT TO TACKLE THE FIRE & TAKE NO PERSONAL RISKS**