By making a booking, hirers agree to these terms and conditions.

# Contact

The online contact form at <https://yrhenysgoldinas.org.uk/contact/> should be used for non-urgent matters.

In the event of serious difficulty, please contact:

* Brendan Patchell 07484 742722; or
* Duncan Wigney 07778 519683

Yr Hen Ysgol is run entirely by volunteers, so it would be appreciated if this action is kept for truly urgent matters.

# ALL HIRERS MUST ADHERE TO THE FOLLOWING:

# Room Capacity

The premises licence permits no more than 110 people to be on the premises at any given time.

The Main Hall will accommodate **80** seated

Garn Fawr will accommodate **20** seated

Garn Fach will accommodate **10** seated

These limits mustnot be exceeded.

# Cancellation:

If an event is cancelled:

* more than 4 weeks in advance, the full cost will be refunded;
* within 1-4 weeks of the event date, 50% will be refunded; and
* less than 1 week before the event date, there will be no refund.

# Health & Safety

All hirers must:

* comply with the health and safety policy of Yr Hen Ysgol.( see website https://yrhenysgoldinas.org.uk/policies/);
* comply with safety rules, operating instructions and working procedures;
* report all accidents, injuries, near misses or other potential safety hazards;
* report any faults or defects in the building, equipment or in the grounds;
* use protective clothing and safety equipment where this is required; and
* not misuse anything provided in the interests of health and safety.

No hazardous substances are to be brought into Yr Hen Ysgol without specific written permission from Yr Hen Ysgol.

# Fire

Fire extinguishers and a fire alarm system are installed, maintained and regularly inspected.

Users should make themselves familiar with the location of these and the fire exits and how to use them.

## If a fire is discovered - no matter how small: -

* immediately raise the alarm;
* check the building for occupants and evacuate all occupants to the designated assembly point in the car park;
* telephone the emergency services;
* if possible, but without taking personal risk, attack the fire using the appliances provided;
* ensure that all doors and windows are closed and leave the building; and
* ensure clear access for emergency vehicles.

In the event of the fire alarm sounding automatically, please evacuate the building as soon as possible through the marked fire exits and follow the instructions above.

# First Aid

A first aid box with basic items and an Accident Book are located in the kitchen.

All accidents must be entered in the Accident Book and reported to the Health and Safety Officer, Gareth Jones (via the online contact form ), who will take the necessary action.

# Insurance

The premises are insured for public liability. Users should consider arranging their own insurance for accidents and personal liability. Businesses must provide their own insurance.

# Equipment

Use of Yr Hen Ysgol facilities and equipment is entirely at the hirer’s own risk. Users should:

* follow any written instructions provided when using Yr Hen Ysgol equipment;
* visually check all equipment before use;
* report any damage, breakages or faults using the on-line contact form *or by phoning ???;* and
* refrain from using or repairing faulty equipment and leave a note beside the item stating the problem.

The safety of all equipment brought by the hirer into the building is the responsibility of the hirer. Bring only approved electrical equipment on to the premises.

Switch off and disconnect electrical equipment when not in use.

Avoid loose flexible cables becoming a trip hazard.

# Licencing Laws

Hirers are responsible for arranging their own licences for alcohol and music and strictly observing licencing laws.

# Personal Safety & Responsible Behaviour

Where appropriate, hirers must ensure that policies are in place for safeguarding children and vulnerable people on the premises.

Hirers must ensure that the conduct of users at their event is reasonable, avoiding public nuisance and respecting the building, to show consideration for the neighbours of Yr Hen Ysgol by keeping noise to a minimum when leaving the building.

# Cleaning

All users are expected to leave the building in a clean and tidy condition. Please leave the rooms as clean as you would expect to find them.

We provide appropriate bins for hirers to sort rubbish for recycling.

However, hirers must:

* remove all food, recyclable waste and all other rubbish, (including soiled nappies ), after their event and take it away;
* ensure the bins provided are clean and replace the black & food waste bags with new ones (to be found in the bottom right hand drawer of the main kitchen and in the bottom drawer to the right of the sink unit in Garn Fawr) and in the small kitchen adjacent to Garn Fach).
* sweep the room floors/hallway before leaving and clear up any spillages of food / drink / other substances thoroughly;
* return tables/chairs to their storage areas, or as directed when the booking was made; and
* ensure that all lights/electric heating is turned off before leaving, lock all doors and ensure all windows are closed.

It is recommended that after opening the hall, the key is locked back in the key safe for the period of your hire. This makes it easier to find the key again when you need to lock up!!!

# Hygiene/Food Safety

Hirers must be aware of national food hygiene and health and safety regulations in the preparation, storage and serving of food.

## Users of kitchen or tea/coffee making facilities should:

* ensure all crockery is properly cleaned ,dried and put away neatly in the relevant cupboards;
* wipe all food preparation surfaces using the cleaning materials provided;
* mop the main kitchen floor with the disinfectant & bucket provided;
* ensure sinks /draining boards are left clean with no food deposits remaining;
* clean the dishwasher, if used, as per the provided instructions;
* empty the kettles /urns and turn off at the wall socket;
* turn off water heater switches in Garn Fawr , if used;
* ensure any spillages in the fridges are cleaned up;
* ensure oven/hob and food warming cabinet are all turned off; and
* if appropriate, complete the page in the Food Hygiene Regulations book.

## Additional cleaning charge

Users are required to comply with the cleaning policy. If the hall is not left in a satisfactory condition and any additional cleaning is required, Yr Hen Ysgol will charge the hirer an additional minimum fee of £20.