

Summary of the Standard Conditions of Hire

1. You must agree to comply with the Standard Conditions of Hire.
2. The Hirer must be present throughout the Hire.
3. Any Hire must finish by 11.00 p.m. although you may stay later in order to complete any clearing-up in the Hall. 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, including 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 Conditions of Hire. The full Conditions, which you must agree to accept before you hire the Hall, are available from our website; a copy will be sent with the Hire Agreement.



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



There is level access from the street into the Hall and the Hall has toilet facilities for the disabled. A loop system for the hard of hearing is available on request.

During the week . . .

Many groups use the Hall on a regular basis: among these are dance classes, keep fit, badminton and a model railway club. For details of availability please see our website at www.mersthamvh.org.

. . . and at weekends

it is available for meetings, talks, parties, wedding receptions, etc.

The Hall is hired by the morning, afternoon or evening (or a combination of these). Please see our website at www.mersthamvh.org for details of availability and charges.

A deposit will generally be requested, but this will be refunded in full providing the Hall is left clean and tidy following the Hire and all rubbish has been removed.



The Hall is in Station Road North, in Merstham. It is two minutes' walk from the station and bus route 405 (Redhill to Croydon) passes the end of the road. There is free parking for Hall users in our car park behind the Hall and there is additional parking in surrounding roads.

Merstham Village Hall is owned and operated by Merstham Village Trust
Merstham Village Trust is a charity registered in England & Wales number 305078

All correspondence should be addressed to Chris Green, Noddyshall, Rockshaw Road, Merstham, RH1 3DB or email mersthamvillagehall@yahoo.co.uk. You will find further information on our website at www.mersthamvh.org

Making a booking

Two copies of the Hire Agreement will be sent to you, showing details such as the date and time of your Hire. For most Hires a deposit will be requested. The booking will not be confirmed until you sign and return one copy of the form together with a cheque for the deposit. You will be asked to provide a six-digit code for the lock to the main entrance door. This will be activated a few days before your Hire starts and removed from the system after the completion of the Hire. Providing the Hall is left clean and tidy at the end of the Hire, all doors and windows are closed and locked, and all rubbish removed, your deposit will be returned.

Hire payment

The Hire Charge will be shown on the Booking Form and must be paid at least two weeks before the Hire.

Car parking

Although the car park to the rear of the Hall is used by commuter parkers during the week, at weekends there will be plenty of room. It can hold about 25 cars. Access is controlled by a barrier to prevent unauthorised use. 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.

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. There is no freezer or microwave oven. A hatch gives access to the main Hall. No cutlery, crockery or serving dishes are available.

Cleanliness

The Hall is cleaned each week, but as it is used by many different groups it is not possible to ensure that it is in perfect condition before each Hire. All users are asked to leave it as they would wish to find it. Brooms, mops, a pail and a vacuum cleaner are provided but you will need to bring bin-bags to remove your rubbish.

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. In particular, you must ensure that no cars are parked immediately in front of the main doors on the hatched areas.

The stage

The stage area, as far back as the set of traverse curtains, is normally available to Hall users. The stage lighting and sound system belong to the local Dramatic Society and permission to use them must be sought separately.

Tables and chairs

There are 14 GoPak 6ft trestle tables and approximately 160 chairs. Please return these to the storage after use.

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 available for use.

Heating and ventilation

During winter months the heating will be set to come on before the start of the hire. Additional heating is also provided in the Hall in the form of infra-red heaters. Windows on the right-hand side of the Hall may be opened for additional ventilation.

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 & Banstead Borough Council at least ten days in advance of the Hire. The Trustees must also be informed in advance, as the number of licences available during the year is limited.

