



# USER'S HANDBOOK

## INNERWICK VILLAGE HALL



INNERWICK PARISH WELFARE ASSOCIATION

# WELCOME!

**We are delighted that you are considering choosing our Village Hall as the venue for your event. This leaflet sets out everything we think you'll need to know. It covers the wellbeing of everyone involved - yourself, other users, our neighbours - all bound by statutory legal requirements.**

## OUR BACKGROUND

- ◆ Our 100+ year old Hall is a notable Tin Tabernacle building built through the amazing fund raising efforts of the local community. The land was gifted to the Parish of Innerwick in 1949 by the widow of Richard Hunter, now Mrs Millar, to be managed by The Innerwick Parish Welfare Association (IPWA).
- ◆ The Hall and its grounds are a resource for the development and pleasure of all individuals within the community. IPWA seeks to host a balanced programme of events which meet the physical, social and mental needs of all age groups within the community.
- ◆ Currently IPWA is working hard on the project of upgrading and revitalising this unique building to bring it into the 21st century, whilst retaining its significant heritage value.
- ◆ And putting on a great programme of varied events throughout the year.

## FEATURES

- ◆ Just over 100 sq m of floor space and a raised platform at one end
- ◆ Kitchen facilities, toilets and disabled toilet
- ◆ Storage facilities
- ◆ Sound and video system
- ◆ Large mown grassy area, nearby a well equipped children's playground
- ◆ Limited off-street parking

## TYPES OF EVENTS

- ◆ We host a range of activities:
  - Self Organised User Groups
  - IPWA sponsored events and activities
  - Commercial Hire
  - Private Hire

## PUBLICITY

- ◆ Our schedule of events is listed on our website.
- ◆ We include brief descriptions of each, provided by the event organiser. These will include:
  - details of who is most suited to the event.
  - special requirements in terms of clothing and equipment.
  - and entry level of ability or previous experience.

- ◆ We will include details of your events in our newsletters, facebook page, posters, as well as the website.

## HIRING TERMS AND CONDITIONS

|                       | Local | External | Commercial |
|-----------------------|-------|----------|------------|
| <b>Hourly Rate</b>    | £10   | £15      | £20        |
| <b>Daily Rate 9-5</b> | £70   | £100     | £130       |
| <b>24 hrs</b>         | £120  | £150     | £200       |

- ◆ For one-off events, we ask for payment in advance to secure the booking. Recurring bookings are asked to provide a deposit to the value of two sessions.
- ◆ Longer term bookings will be invoiced monthly, to be paid within 14 days.
- ◆ We offer a 20% discount for continuous regular bookings of 6 mths or more.
- ◆ Cancellation of contract requires notice of one month by either party.
- ◆ We trust you will treat our Hall and community respectfully. In the unlikely event that this is not the case, then we may be required for end our agreement without notice.

Film Club's 'Oscars Ceremony'



- ◆ Your hire includes your setting up/tidying up time, although there may be some leeway if there is not another User waiting.
- ◆ If you extend your session without consultation, then an extra charge may be made.
- ◆ We need to have the names and addresses of two responsible adults to oversee the management and running of a dance or disco.
- ◆ If your event goes into the evening you are asked to finish by 23.00hrs at the latest.

The Main Hall





# NOW FOR YOU

THINGS TO DO  
BEFORE : DURING : AFTER  
YOUR EVENT



INNERWICK PARISH WELFARE ASSOCIATION

## BEFORE

### LICENCES

- ◆ If you are providing music in the Hall or Marquee the Performing Rights Licence should cover this, but please confirm.
- ◆ Where a bar licence is required, you will have to make a separate application to the Licensing Board of East Lothian Council well in advance.

### ACCESS

- ◆ The key is available from the key safe at the front door and you will be given the access code upon confirmation of your booking.

### HEATING

- ◆ When in use, the heaters can be switched on from the fuse box - the key for the electric cupboard is in the hall key safe - No 1.

### HEALTH AND SAFETY

- ◆ The responsible leader, yourself or someone you have assigned to this role, is required to be present during the whole period of the hire.
- ◆ Read the Health and Safety Requirements and the Covid 19 protocols for cleaning, see back pages.
- ◆ Read the Fire Evacuation Notice found on the notice board.
- ◆ We ask that all your participants are informed about the Fire Exits, the Emergency Meeting Point, and Covid requirements.
- ◆ Ideally a register of all those attending is kept.

## SETTING UP

- ◆ You can arrange tables and chairs to suit your requirements, mindful of operating Covid restrictions.
- ◆ Check for any damaged items. Place them to one side and mark them with a Faulty Label, found by the Maintenance Log on Notice Board.
- ◆ Any trailing wires need to be covered with mats provided.

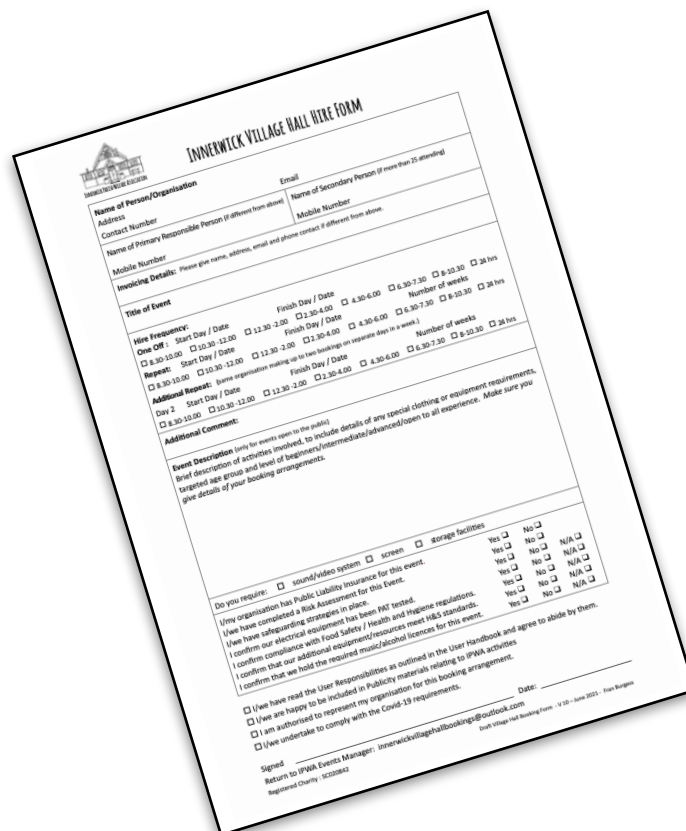


The Irish Dancers ready to perform on stage



## BOOKING PROCESS

- ✦ Contact our Events Coordinator [eventsipwa@gmail.com](mailto:eventsipwa@gmail.com) to discuss your booking, with regard to availability .
- ✦ Once your requirements are agreed, you will receive a copy of our Hall Hire Form.
- ✦ Complete this and return it.
- ✦ Payment of your first invoice secures your booking and your event details will be publicised as agreed.



The image shows a 'Hall Hire Form' for Innerwick Village Hall. The form is titled 'INNERWICK VILLAGE HALL HIRE FORM' and includes a logo for 'Innerwick Village Hall'. It contains several sections for event details and booking information.

**Name of Person/Organisation**  
Address  
Contact Number  
Name of Primary Responsible Person (if different from above)  
Mobile Number  
Name of Secondary Person (if more than 25 attend)  
Email  
Mobile Number

**Invoicing Details:** Please give name, address, email and phone contact if different from above.

**Title of Event**

**Hire Frequency:**  
One Off: Start Day / Date:  12.30-2.00  2.30-4.00  4.30-6.00  6.30-7.30  8-10.30  24 hrs  
 8.30-10.00  10.30-12.00  12.30-2.00  2.30-4.00  4.30-6.00  6.30-7.30  8-10.30  24 hrs

**Repeat:** Start Day / Date:  12.30-2.00  2.30-4.00  4.30-6.00  6.30-7.30  8-10.30  24 hrs  
Additional Repeat: (same organisation making up to two bookings on separate days in a week.)  
Day 2 Start Day / Date:  8.30-10.00  10.30-12.00  12.30-2.00  2.30-4.00  4.30-6.00  6.30-7.30  8-10.30  24 hrs

**Additional Comment:**

**Event Description:** (only for events open to the public)  
Brief description of activities involved, to include details of any special clothing or equipment requirements, targeted age group and level of beginners/intermediate/advanced/open to all experience. Make sure you give details of your booking arrangements.

Do you require:  sound/video system  screen  storage facilities  
Yes  No   
Yes  No   
Yes  No  N/A   
Yes  No  N/A   
Yes  No  N/A   
Yes  No  N/A

My organisation has Public Liability Insurance for this event.  
 My organisation has completed a Risk Assessment for this event.  
 We have safeguarding strategies in place.  
 We have our electrical equipment has been PAT tested.  
 I confirm our electrical equipment / Health and Hygiene regulations meet the standards.  
 I confirm compliance with Food Safety / Health and Hygiene regulations.  
 I confirm that our additional equipment/resources meet the standards.  
 I confirm that we hold the required music/alcohol licences for this event.

I have read the User Responsibilities as outlined in the User Handbook and agree to abide by them.  
 I am happy to be included in Publicity materials relating to IPWA activities.  
 I am authorised to represent my organisation for this booking arrangement.  
 I undertake to comply with the Covid-19 requirements.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Return to IPWA Events Manager: [innerwickvillagehallbookings@outlook.com](mailto:innerwickvillagehallbookings@outlook.com)  
Innerwick Village Hall Booking Form - V 1.0 - June 2021 - Free Register  
Registered Charity: 1202842

## FINALLY

We look forward to welcoming you and your participants. Here's to a successful venture.

## DURING

### NEIGHBOURS

- ◆ As you'll see, the Hall is very close to homes. Please be sensitive regarding noise and outdoor activities which could disturb them, particularly late at night.
- ◆ For evening functions, keep windows and doors closed if there is loud music playing.

### ACCIDENTS

- ◆ There is a First Aid Kit kept in the Kitchen.
- ◆ All accidents should be recorded in the Accident book.
- ◆ A defibrillator is available at the rear of the Outdoor Centre.
- ◆ IPWA is not responsible for any injury sustained during the hire, unless caused directly by faulty fixtures and fittings.

### DAMAGES

- ◆ You are liable for any damage done to the building or furnishings and charged for any consequential cleaning costs.

The Playground at the back of  
the Hall



## AFTER

You are asked to make sure all the following activities are completed before you lock up and leave the Hall. Be mindful of the next User.

### CLEANING

- ◆ Leave the hall in a clean and tidy condition, sweeping the floors and wiping the surfaces. Please see the separate COVID 19 protocols for cleaning.
- ◆ Use recycling bins provided. Take your bags home with you and replace the bag. General waste goes to bin outside.
- ◆ Make sure no litter is left outside.
- ◆ Take away any unused food.

### FURNITURE AND EQUIPMENT

- ◆ Stack chairs and tables safely in the trolleys provided for them.
- ◆ Store the equipment belonging to your group in your allocated space. Store safely and thoughtfully, mindful of other users.
- ◆ Make sure the Fire Exit is clear.
- ◆ Take away all of your possessions that aren't being stored. Anything left out may be thrown out.

### LOCKING UP

- ◆ Check there is no-one in the toilets.
- ◆ Switch off ALL lights, heaters, hot water heaters. Check if the heaters need switching off.
- ◆ Check that all doors and windows are secure.

## FEEDBACK

- ✦ If you find anything about the Hall or its facilities to be unsatisfactory, please do tell us. Contact us through the website, or email the Booking Manager [eventsipwa@gmail.com](mailto:eventsipwa@gmail.com) giving details and suggested improvements.
- ✦ Conversely, we would be delighted to hear lovely comments from you. Let us know how we've done and if you're happy for your comments to be published on our website.
- ✦ And your suggestions are more than welcome.



Ross and Nichola Chorlton's  
Wedding

# HEALTH AND SAFETY

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Please read before your event.

Innerwick Parish Welfare Association is not responsible for any injury sustained during the hire by any individual when due to user negligence.

The responsible leader, yourself or someone you have assigned to this role, is required to be present during the whole period of the hire.

## ALCOHOL

- ◆ No alcohol can be sold on the premises without the appropriate licence.
- ◆ If there is alcoholic drink at your event, it can only be taken inside the hall, or in the outside marquee if applicable.
- ◆ It is the user's responsibility to ensure that there is no underage drinking. Please point this out to your guests.

## SMOKING/ILLCIT SUBSTANCES

- ◆ Smoking and use of electronic cigarettes are not allowed inside.
- ◆ No banned / illicit substances are to be used in or outside the premises.

## FOOD AND DRINK

- ◆ If you are serving food and drink, you need to be aware of the requirements within the Food Safety/Health and Hygiene regulations, and make sure that these are followed. Details of these are posted in the kitchen.

## ADDITIONAL EQUIPMENT

- ◆ If you are providing additional equipment for your event (eg bouncy castle), you must arrange public liability insurance for that equipment.

## DOGS

- ◆ Assistance dogs only are allowed inside - excepting of course Dog Obedience Training Classes!

## FIRE SAFETY

- ◆ All Fire Exit doors have to be kept clear and allow unobstructed access at all times.
- ◆ You are asked to designate a Responsible Person for every 25 people attending your event. These people need to be present for the whole event. Their names and addresses should be listed on the booking form.
- ◆ In the event of a smoke detector going off, those responsible must ask everyone to leave the building via the fire exits.
- ◆ Make sure Fire extinguishers are not covered or hidden by any materials.
- ◆ You cannot use portable gas heaters under any circumstances.
- ◆ Electrical devices brought in by you must be used with care, and meet up to date safety standards.

## PROTECTION OF CHILDREN AND YOUNG PEOPLE

- Hall Users and groups involving children, young people and vulnerable adults must be.
  - ◆ familiar with Safeguarding procedures
  - ◆ have appropriate checks as applicable to their group.
  - ◆ and undertake to follow the code of practice concerned with work with children and young people under the age of 16 years.

# COVID PROTOCOLS

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Please read before your event.

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## HALL CLEANER

- ◆ The Hall Cleaner will inform you of the up to date cleaning status.

## SANITISING

- ◆ The Hall to supply anti-bacterial spray and paper towels for Users.
- ◆ Participants encouraged to sanitise hands regularly.
- ◆ Masks to be worn when moving within the Hall.

## USER CLEANING TASKS

- ◆ Clean tables and chairs with materials provided, prior to stacking
- ◆ Clean door handles, light switches in Hall, Kitchen and Toilets
- ◆ Clean equipment needing to be moved not normally in use.

## SOCIAL DISTANCING

- ◆ Maximum number in Hall is 40 persons.
- ◆ One person at a time in Kitchen and Toilets, unless from same bubble.
- ◆ Maximum of two people in Store Rooms.
- ◆ Anyone collecting someone needs to wait outside, socially distanced.
- ◆ All seating for users to be facing in one direction 2 metres apart.

## KITCHEN

- ◆ Use of kitchen by arrangement only.
- ◆ Only one person allowed in at a time unless from same bubble.
- ◆ Please bring your own tea towels.

- ◆ Clean all areas likely to be used before use, to include:
  - Working surfaces, sinks
  - Cupboard/drawer handles.
  - Fridge/freezer
  - Crockery/cutlery
  - Kettle/hot water boiler
  - Cooker/Microwave
  - Wash, dry and stow crockery and cutlery after use.
- ◆ Bring your own Food and Drink for the time being.

## TOILETS

- ◆ One person maximum to use toilets at any time.
- ◆ Clean all surfaces in toilets before public arrive unless Hall Keeper confirms pre-cleaning.

## EQUIPMENT

- ◆ Clean chairs and tables before and after use.

## TRACK AND PROTECT

- ◆ All users to use the Track and Protect registration book on arrival.
- ◆ All users are required to enter their name, email address or phone number and time of entry to the Hall.
- ◆ An individual who tests positive for Covid is required to contact the Person Responsible, who in turn notify the Track and Protect personnel with registration details.