

Mutford Village Hall

Available to hire for Parties, events, activities, classes.
Mutford & Rushmere Village Hall Committee

Conditions of Hire

1. Maximum number of persons allowed in the hall :

Seated at tables : 90 persons (including dances)

Closely seated audience : 100 persons

2. Please discuss the seating arrangements with the Booking Secretary to ensure that the current Fire regulations are met.
3. None of the Exit Doors must be blocked by chairs, tables etc. and must be easily accessible and opened in the event of an emergency.
4. Emergency exit lights must be switched on at all times when hall is in use.
5. Cars must not be parked on the patio or so that they block the exits. Please do not park in those spaces allocated to disabled drivers/passengers unless this applies to you.
6. All corridors, passageways and gangways must be kept free from obstruction at all times when the premises are occupied.
7. Back door (rear lobby) MUST be unlocked when the Hall is in use.
8. All parts of the building must be illuminated when used after dark.
9. Please make sure you know where the Fire Extinguishers are located.
10. No combustible decorations or effects to be used in the Hall.
11. The electricity for the heating and sockets is metered. You will need £1 and 50p coins. If you are uncertain about the meters, please discuss with the Booking Secretary. The meters are located in the cupboard off the rear lobby.
12. The Village Hall Playing Field/Meadow is held in trust for the use of residents of Rushmere and Mutford. They therefore cannot be denied access to the field or charged admission to the field. Please would you bear this in mind if you hold any outside events.
13. There are tables in the store and also extra chairs. Please ensure that any tables used are wiped clean and returned to the store and placed CAREFULLY on the trolleys on which they are stored, utilising the straps and following the instructions on the trolleys in respect of the correct order in which to replace them. Please also replace any extra chairs used.

No tables stored on the trolleys or red chairs from the hall may be used outside of the hall. Only wooden tables and black stacking chairs may be used outside of the hall.

14. Please do not remove any items of equipment from the Hall during your hire period e.g. tables, chairs. Tables are counted after each hiring and the hirer will be invoiced for any that are damaged or missing.
15. Keys would normally be available from the Booking Secretary at 34 Mill Road, but other sets are available from Brambleside, Mill Road. Keys must be returned to the person taken from.
16. In common with all public buildings this is a no smoking establishment.
17. No Barbecues are to be used on the patio.
18. Private equipment should not be used or interfered with.
19. In an emergency the address and postcode of the Hall is Mill Road Mutford, NR34 7UR

Fire Regulations

Two stewards shall be appointed by the Hirers and made known to the people attending the function. These stewards should be aware of the positions of all exits, the operation of the Fire Extinguishers and the operation of the Fire Alarm Panel. This panel is situated in the rear lobby. Sirens are located in the rear and front lobby and a siren with flashing light is located above the stage in the main Hall.

The system can be set off at the Break Glass Units situated at each exit door. Instruction booklets and the reset key are adjacent to the Alarm Panel. In normal circumstances, the only light showing on the Fire Panel is a green POWER ON light. If any other lights are showing while you are hiring the Hall, please report this to one of the key holders on 01502 476707 or 01502 475254 as soon as possible.

Registered Charity No. 304799
Mill Road
Mutford, near Beccles
Suffolk
NR34 7UR