

# *Pakenham Village Hall and Playing Fields Association*

*www.pakenhamvillagehall.org.uk*

*Registered Charity No. 1081815*

*-Supported by Community Fund; Countryside Agency; Help the Aged; St. Edmundsbury & Suffolk councils-*

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## **IMPORTANT!**

1. Check that the date of your booking has been entered correctly, and please read the points detailed in the “Conditions of Hire”.
2. Before the function commences, you are recommended to appoint at least three adults to help you with your “responsibilities”. You should ensure that they familiarise themselves thoroughly with the location of the emergency exits, the fire extinguishers, the fire action notices displayed in the kitchen and in the foyer, and the first aid box located in the kitchen.
3. Please note that smoking is prohibited inside the building.
4. Children must be adequately supervised at all times.
5. The Hirer will ensure that equipment brought into the Hall for the function is safe for the purpose intended, does not cause damage, and is removed on vacating the Hall; also that all electrical equipment brought into the Hall is Portable Appliance (P.A.T.) tested.
6. If alcoholic drinks are to be sold, the Hirer will ensure that a drinks licence is obtained, to comply with the local licensing regulations.

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