



STANDARD HIRING CONDITIONS

“It is the intention of Hildersham Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations”.

www.hildersham.com/to-book-the-village-hall.html

[Please retain for your Future information]

hildershamvillagehall@gmail.com

HVHT Last updated March 2016

Hildersham Village Hall Trust:

Charity Commission Registration No: 1118087

Last Updated March 2016

Copies of the HVHT H & S policies can be viewed or downloaded from our website

HILDERSHAM VILLAGE HALL STANDARD CONDITIONS OF HIRE

These Standard Hiring Conditions apply to Every Individual or Organisation hiring Hildersham Village Hall. If the Hirer is in any doubt as to the meaning of the following, the **Village Hall Secretary Gill Heale 01223 8913596** should immediately be consulted.

1. **Hildersham Village Hall does NOT ACCEPT 18 TO 21 YEAR OLD ADULT PARTY BOOKINGS from NON-RESIDENTS**
2. **ALL PARTIES** for people **AGED 18 AND OVER** will be charged at the **ADULT RATE**.
3. The **HIRER** must be **OVER 21 YEARS OF AGE** & under special circumstances written references will be required.
4. The **HIRER** is required to complete & sign the Hiring Agreement **BEFORE** the Hire commences. The Hirer signs to declare that the hirer has read and fully understood and accepts the terms of these Hildersham Village Hall Standard Hiring Conditions and that the hirer fully accepts responsibility for any damage/loss incurred to Hildersham Village Hall or its contents during the period of hire. Please therefore read these conditions carefully and please ask if you do not understand any of the conditions.
5. **HIRE CHARGES** for the Hall shall be paid in Full in **ADVANCE** to the **Village Hall Bookings Manager**, except for long term multi-event bookings who will pay in arrears as per their individual agreement, against invoices that are presented by the **Village Hall Treasurer**.
6. **DEPOSITS FOR CASUAL HIRING:** A provisional booking can be made by telephone. The booking **WILL NOT BE CONFIRMED** until a completed and signed Hiring Agreement, along with a cheque for **25%** of the hire charge is received by the **Village Hall Bookings Manager**, if it is more convenient the Full hiring fee can be sent at this stage. In the event of a cancellation this 25% cheque is non-returnable. The balance of the Hire Charge is due on the hiring date, **BEFORE** the Hire actually commences, this is to be paid to the **Village Hall Bookings Manager**.
7. A **SECURITY & CLEANING DEPOSIT** is required at the same time as the agreement form for **ALL CHILDREN & ADULT PARTIES**.
 - (a) For Children's Parties the Security & Cleaning deposit rate is set by the Trustees, (currently £50.00). For **ALL** Adult Parties, the Security & Cleaning Deposit will be equal to the excess on the Village Hall Building Insurance (currently £100). The Security & Cleaning Deposit cheque is to be made out to the **Hildersham Village Hall Trust** & should be handed over in a separate cheque to the Hiring Charge in a SAE at the **SAME TIME** as the agreement documents.
 - (b) In the case of **ALL CHILDREN'S** parties and **HILDERSHAM RESIDENT 18 AND OVER ADULT PARTIES**, this cheque will **NOT** be cashed and will be returned to you within 7 days of the event, assuming no damage to the village hall or its contents.
 - (c) In the case of a **NON-RESIDENT OVER 21 ADULT PARTY**, the Security & Cleaning Deposit cheque will be deposited into the HVHT Bank Account, and the money will be required to be confirmed to be in the Trust's Bank Account prior to the commencement of any hire. If on completion of the Hire of the Hall, if there is no damage to the Village Hall or its contents and it is left in a clean condition a cheque equal to the deposit will be returned to the hirer within 7 days.
8. **POST DATED CHEQUES** will not be accepted under any circumstances
9. **SUPERVISION & 'THE RESPONSIBLE PERSON':**

The **HIRER** shall, during the period of the Hiring, be deemed to be the **"RESPONSIBLE PERSON"** for:

 - The overall supervision of the premises
 - The protection of the fabric and the contents; their care and safety from damage however slight or change of any sort
 - The behaviour of all persons using the premises and surrounding area whatever their capacity, including
 - The proper **SUPERVISION OF CAR PARKING ARRANGEMENTS**, so as to avoid obstruction of the highway (i.e. especially the Ford and the parking limits)
 - For **ALL HILDERSHAM RESIDENT ONLY PARTIES** for 18 to 20 year olds, the **'HIRER'** is required to provide additional Adult Supervision to control access to the hall. NOTE: The **"HIRER"** is responsible for the behaviour of **EVERYONE** in the hall during their hire period.
 - The **HIRER** will, during the period of the hiring, especially when young children or under 18 year olds are present have at least **TWO or MORE** responsible people to help supervise
10. If the **HIRER** is charging for entry and any of the customers are children under 18 or are Vulnerable adults, the hirer will have to produce the original **CRB CHECK CERTIFICATE** and attach a photocopy to the hiring agreement.
11. The **HIRER** shall ensure that **NO SMOKING** is allowed anywhere inside the Village Hall or the Hall Porch area.
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12. **ANY DAMAGE** to the fabric or contents of the Hall shall be reported to the **Village Hall Bookings Manager** immediately after the letting. The **HIRER** shall repay the **Hildersham Village Hall Trust** for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents

13. USE OF PREMISES:

The **HIRER** shall not use the premises for any purpose other than that is explicitly described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the **CONSUMPTION OF ALCOHOL**, the **PROVISION OF REGULATED ENTERTAINMENT** or **LATE NIGHT REFRESHMENTS** thereon without written permission of the trust. (See TEN Requirements)

LICENSING ACT 2003: (For TEN's the Hall's OS Ref 545485)

The **TRUST** and the **HIRER** have a duty to fully comply with the terms of the **LICENSING ACT 2003**

The hall now has a **FULL PREMISES LICENCE**

Currently the **HIRER** shall be responsible for obtaining a **TEMPORARY EVENT NOTICE (TEN)** from **SCDC** and **CAMBRIDGESHIRE POLICE**. A **TEN** is required when any form of **SALE OF ALCOHOL** is going to be present at your event or there is going to be any form of **REGULATED ENTERTAINMENT** or **LATE NIGHT REFRESHMENTS**

The **SALE OF ALCOHOL** includes events where alcohol is included in the ticket price or no specific price is quoted per drink but "donations" are requested or accepted in respect of the alcohol. If the alcohol is given completely free of charge, a licence is not required for its sale.

WHAT IS REGULATED ENTERTAINMENT UNDER THE LICENSING ACT 2003?

http://www.opsi.gov.uk/acts/acts2003/ukpga_20030017_en_1

The provision of regulated entertainment covers the provision of entertainment or of entertainment facilities. The descriptions of entertainment in the Licensing Act are:

- | | |
|--------------------------------|---|
| 1: the performance of a play | 5: an exhibition of a film (this includes the display of lyrics for "Karaoke") |
| 2: an indoor sporting event | 6: boxing or wrestling entertainment |
| 3: a performance of live music | 7: any playing of recorded music (including disco) |
| 4: a performance of dance | 8: entertainment of a similar description to live music, recorded music or dance (This might include a magician, or a comedian) |

Or furthermore, to be "REGULATED ENTERTAINMENT" the entertainment must take place in the presence of an audience and be provided for the purpose of, or for purposes which include, entertaining that audience.

14. To discuss your individual Hire requirements, please contact the **Village Hall Booking Manager**, on **01223 891309**.

15. PUBLIC SAFETY COMPLIANCE:

Following the Guidance of the Fire Authority, the current **MAXIMUM CAPACITY** of Hildersham Village Hall is **80 PEOPLE**

Under the terms of the **LICENSING ACT 2003**, the **HIRER** shall comply with all conditions and regulations made in respect of the premises by the **Fire Authority**, **Local Authority**, the local **Licensing Authority (SCDC)** or otherwise, particularly in connection with any event which constitutes **REGULATED ENTERTAINMENT**, at which **ALCOHOL** is present, sold or provided or which is to be attended by **CHILDREN**.

16. **THE HIRER** will be required to acknowledge that they have received instruction in the action to be taken in **EVENT OF FIRE**:

The Fire Brigade shall be called to **ALL** outbreaks of Fire, however slight. Please evacuate the building and keep all your people together in one safe location at the muster point by the Parish Council Notice Board by the bridge. Please try to account for all persons present (Roll Call), this will greatly assist the Fire Brigade. See last page for more details

All such incidents and full details thereof shall be given to the Secretary **Gill Heale 01223 8913596** or any other member of the **Hildersham Village Hall Trust** as soon as practically possible.

THE HIRER should make themselves aware of the following:

- The location and use of fire equipment. (including sighting the diagram of location of the equipment in the hall entrance, when first entering the village hall)
- The location of all escape routes and the need to keep them clear
- The method of operation of escape door fastenings

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In advance of any form of Entertainment or Play **THE HIRER** shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order
- That all escape routes are free of obstruction and can be safely used
- That there is no obvious fire hazards on the premises

The HVHT has carried out risk assessments. The following practices **MUST** be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and **another person is present**
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than five chairs
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and **do not** allow running.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to the

Booking Manager [Helen Humphrys](#) - 01223 891309

- **Report** every accident in the accident book and to **Village Hall Secretary Gill Heale 01223 8913596**

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- use adequate lighting to avoid tripping in poorly lit areas
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store cupboards.

17. DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS:

Under the strict terms of the **LICENSING ACT 2003** the **HIRER** shall be held responsible to ensure that:

- in order to avoid disturbing people who live near the hall and to avoid violent or criminal behaviour, care shall be taken to avoid Excessive Consumption of Alcohol
- Drunk and Disorderly Behaviour shall not be permitted either on the premises or in its immediate vicinity
- Alcohol shall not be served to any person suspected of being Drunk
- Alcohol shall not be served under any circumstances to any person suspected of being **UNDER THE AGE OF 18**, if in any doubt ID should always be checked and if it cannot be produced the person should not be served alcohol
- Any person suspected of being Drunk, under the Influence of Drugs or who is behaving in a Violent or Disorderly way shall be asked to leave the premises
- No illegal drugs may be brought onto the premises

Failure to comply with any of the regulations set out in the **LICENSING ACT 2003** could result in the **HIRER** receiving a heavy fine ranging from £200 up to currently **£5000** for anyone in the Hall serving alcohol to a person under the Age

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HILDERSHAM VILLAGE HALL STANDARD CONDITIONS OF HIRE

of 18. Full details of the requirements of the act are given in the Temporary Event Notice or can be discussed with the [Booking Manager](#)

18. NOISE:

The **HIRER** shall ensure that the minimum of noise is made on arrival and departure (see clause 8 & 14), particularly late at night and early in the morning. The Hirer shall only use sound amplification equipment with the written permission of the Trust, and should comply with any instruction from the Police, Local Authority, Environment Agency, or Trust Member. Failure to comply will result in the immediate termination of the hire period and everyone will be required to leave the premises. If anyone other than the above people complain about excessive noise. Please feel free to contact the Trust (Personal License Holder)

19. GAMING, BETTING AND LOTTERIES:

The **HIRER** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to Gaming, Betting, and Lotteries

20. HEALTH AND HYGIENE:

The **HIRER** shall **ONLY** bring food that has been prepared and cooked away from the premises. The Hall kitchen has a cooker, but this is to be only used for warming up or keeping food warm. If preparing, serving or selling food, the Hirer must ensure that everyone observes all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables, and meat on the premises must be refrigerated and stored in compliance with the **Food Temperature Regulations**.

(a) **PLEASE BRING YOUR OWN TEA TOWELS** and washing-up consumables, please take them home with you for washing or disposal. **ANY TEA TOWELS OR DISH CLOTHS FOUND TO BE LEFT DRYING AFTER A HIRE WILL BE DISPOSED OF.**

(b) **AT THE END OF YOUR HIRE - PLEASE ALSO REMOVE ALL RUBBISH** and place it in the black wheelie bin at the rear of the village hall. **PLEASE TAKE ANY RECYCLABLE MATERIAL** such as glass wine or beer bottles home with you and recycle in the normal way. Any rubbish not in the wheelie bin or recyclable material left in the hall or in the vicinity of the hall will involve £25 being recovered from cleaning deposit.

(c) The **HIRER** shall list and seek approval of the [Village Hall Booking Manager](#) before any large items of portable equipment are brought into the hall, **items such as a BOUNCY CASTLES** are intended for outside use and **WILL NOT BE PERMITTED IN THE HALL UNDER ANY CIRCUMSTANCES**

21. ELECTRICAL APPLIANCE SAFETY:

The **HIRER** shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and shall have an **UP TO DATE PAT TEST CERTIFICATE**.

Any damage caused to the Village Hall as the result of electrical appliances brought into the village hall shall be the responsibility of the hirer. All trailing leads and extensions should be covered in a safety trunking, covered with a safety mat, or securely taped down.

22. ACCIDENTS AND DANGEROUS OCCURRENCES:

(a) The **HIRER** must report **ALL ACCIDENTS** involving injury to the public to the **Village Hall Trust Secretary - Gill Heale 01223 8913596 ASAP** and complete the relevant section in the Village Hall's accident book tear out the page and give it to the secretary (***the accident book is located by the First Aid Box in the Kitchen***)

Any failure of equipment belonging to the Village Hall or brought in by the **HIRER** must also be reported **ASAP** to the **Booking Manager [Helen Humphrys - 01223 891309](#)**

(b) Certain types of accident or injury must be reported on a special form to the local authority. The **Village Hall Trust Secretary Gill Heale 01223 893596** will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

23. EXPLOSIVES AND FLAMMABLE SUBSTANCES:

The **HIRER** shall ensure that:

(a) Highly flammable substances are not brought into or used in any part of the premises and that No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters

24. HEATING:

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HILDERSHAM VILLAGE HALL STANDARD CONDITIONS OF HIRE

The **HIRER** shall ensure that no unauthorised heating appliances shall be used on the premises without the prior consent of the Hildersham Village Hall Trust. **PORTABLE LIQUEFIED PROPANE GAS (LPG) HEATING APPLIANCES SHALL NOT BE USED**

The **TRUST** will ensure that the Village Hall is warmed at the start of each hiring period with 30 minutes of heat. If additional heat is required the **HIRER** will need to add 50 pence pieces to the meter in the kitchen. (Note: £1 will provide approximately 45mins hour of heat with both 3Kw fans running). If you have any questions about the heating arrangements or you want to report a defect - please contact the **Booking Manager [Helen Humphrys](mailto:Helen.Humphrys@hildershamvillagehall.com) - 01223 891309**

Please note: the Fans are being controlled by the heating programmer prior to your hire period commencing. **PLEASE NOTE:** The Fan ON/OFF switches in the kitchen, will **NOT** operate in this mode.

25. LIVE PERFORMANCE OF COPYRIGHT MUSIC:

Hildersham Village Hall holds a licence with the **Performing Right Society (PRS)** covering the live performance of copyright music.

If recorded music is to be used a **Phonographic Performance Limited (PPL) licence** may be required. Contact PPL for 020 7534 1000 or see <http://www.ppluk.com/> for further details.

Please be aware that any type of domestic events do not require a licence this includes parties, weddings, birthdays and anniversaries.

26. ANIMALS:

The **HIRER** shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the **Village Hall Trust Secretary**. No animals whatsoever are to enter the kitchen at any time

27. CANCELLATION:

I. If the **HIRER** wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, (See Clause 4), the **Village Hall Trust Management Committee** reserve the right to use its discretion over the question of the payment or the repayment of the hiring charge

II. **THE VILLAGE HALL TRUST RESERVES THE RIGHT TO CANCEL THIS HIRING BY WRITTEN NOTICE TO THE HIRER IN THE EVENT OF:**

(A) THE PREMISES BEING REQUIRED FOR USE AS A POLLING STATION FOR A PARLIAMENTARY OR LOCAL GOVERNMENT ELECTION OR BY-ELECTION

(b) the **HILDERSHAM VILLAGE HALL TRUST** reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring

(c) the premises becoming unfit for the use intended by the Hirer

(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters

In any such case the **HIRER** shall be entitled to a refund of any deposit already paid, but the **Village Hall Trust** shall not be liable to the **HIRER** for any resulting direct or indirect loss or damages whatsoever

28. END OF HIRE: **THE HIRER SHALL ENSURE THAT:**

1: ALL PLUGS ARE REMOVED

2: ALL HEATING SWITCHES IN KITCHEN ARE TURNED OFF

3: ALL CHAIRS ARE NEATLY STACKED AWAY NO MORE THAN 5 HIGH

4: ALL THE CURTAINS ARE CHECKED OPEN

9: IN THE WINTER MONTHS ALL THE FROSTGUARD HEATERS ARE ON

5: ALL ELECTRICAL LIGHT AND ALL SOCKETS ARE TURNED OFF

6: ALL TABLES ARE CLEANED AND STACKED IN THEIR TROLLEY

7: ALL WINDOWS CHECKED SHUT

8: ALL INTERNAL DOORS ARE SHUT

10: PLEASE EMPTY THE BLUE BIN IN THE KITCHEN INTO THE MAIN BIN AT THE REAR OF THE HALL.

The **HIRER** shall be responsible for making sure that the premises and surrounding area is vacated by **MIDNIGHT** and that the surrounding area is left in a clean and tidy condition, the premises is properly locked and secured, unless directed otherwise, and any contents temporary removed from their usual position properly replaced. All rubbish must be removed and placed in the black wheelie bin at the rear of the building. The **Village Hall Trust Management**

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HILDERSHAM VILLAGE HALL STANDARD CONDITIONS OF HIRE

Committee shall be at liberty to make an **ADDITIONAL CHARGE** or deduct an appropriate sum from the Security & Cleaning Deposit should any additional cleaning be required

PLEASE NOTE: The Hire charge you pay for the hall **HAS NO ELEMENT FOR CLEANING BUILT IN**. You may feel that you would prefer to have the hall cleaned after your function, please contact the **Village Hall Booking Manager [Helen Humphrys](#) - 01223 891309** in advance of your hiring to discuss any additional cleaning charges

29. **NO ALTERATIONS:**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the **Hildersham Village Hall Trust**. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall Trust remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the Hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal

30. **NO RIGHTS:**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the **HIRER**

For more information or clarification of any of the above Conditions of Hire or the available booking arrangements or to just simply discuss your individual needs:

Please Contact the: Village Hall: BOOKING MANAGER [HELEN HUMPHRYS](#) - 01223 891309

In an Emergency: other Village Hall Trust Members contact details are listed at the end

PLEASE CHECK & MAKE SURE ALL SWITCHES ARE OFF WHEN YOU LEAVE

Except for Rear flood lights & in the winter months for the kitchen 'Frostguard' heater

*Many Thanks, if you run into trouble please ring
01223 891309 and we will endeavour to help you*

"It is the intention of Hildersham Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations".

IN CASE OF FIRE

	<p>THE HIRER IS DEEMED THE "RESPONSIBLE PERSON" AS IS DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.</p> <p>It is advisable to take a note of the name of everyone attending your event (see Roll Call).</p>
1:	<p>In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible by the Parish Council Notice Board on the opposite side of the road. A Roll Call should be taken.</p>
2:	<p>NO MATTER HOW SMALL THE FIRE !!!!</p> <p>CALL THE FIRE BRIGADE</p> <p>Please use your mobile phone and Dial 999 and give this address:</p> <p>Hildersham Village Hall, High Street, Hildersham, Cambridge CB21 6BU</p>
3:	<p>The Responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.</p>
4:	<p>On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing their last known position</p>

5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If any doubt get out of the building

6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, Please call 01223 893505 or 01223 892430 or 0787 5469538

7: All incidents no matter how small have to be reported to the **HVHT Secretary Gill Heale 01223 8913596**

Management Committee Contacts

Chairman:	Mr Brian Cunningham	01223 893505	
Secretary	Gill Heale	01223 893596	
Treasurer	Helen Humphrys	01223 891309	hildershamvillagehall@gmail.com
Trustee	Mrs Jenny Logan	01223 891897	
Trustee	Mr Andrew Westwood-Bate	01223 892430	a.westwoodbate@hildersham.com
Trustee	Mrs Jean Morton	01223 894739	

HILDERSHAM VILLAGE HALL

HVHT UPDATED MAY 2009

LOCATION OF FIRE FIGHTING EQUIPMENT AND ESCAPE ROUTES

