

Hire of the Hall Terms & Conditions

We are really proud of our village hall and want it to be a welcoming place for all who use it. The conditions set out below form an agreement between the you, the hirer and the Village Hall committee. They apply to all groups or individuals, ensuring we all work together to look after our village hall.

Thank you.

Cost of Hire

Basic - £5.50 per hour.

Includes: Use of hall, heating, lighting, kitchen kettle and washing facilities.

Full - £6.50 per hour

Includes: Use of hall, heating, lighting, full kitchen facilities (cooker, dishwasher etc) You will need to bring your own supplies of tea, coffee, milk etc.

Heating

The main heating source is currently 2x oil radiators which can be plugged in. We also have a wood burning fire (included in hire price). If you would like to use the fire please indicate on booking form and this can be set for you.

Child Protection

There is a Child Protection policy applicable to the Hall. All under 18's must be in the company of a responsible adult. Alcohol must not be given to any under 18's.

The Hall committee reserve the right to refuse, cancel or stop an event for reasons of, but not limited to Health & Safety, Child Protection, Law & Order, intimidating or distressing behaviour.

Late Night Bookings

We request that you leave the Hall as quietly as possible, especially with late night bookings or parties.

Damages

As a community hall we put our faith and trust in all our users and ask that all damages are reported and paid for at the earliest opportunity.

Fire Alarm

Please read and follow the FIRE INSTRUCTIONS. They are located on the wall inside the inner entranceway.

The fire alarm is mains powered! Upon sounding you will NOT be able to stay inside due to the legislated level of sound. Once everyone is safe and accounted for, no fire is apparent and it is safe to re-enter, the alarm may be reset.

The panel can be accessed in the cupboard next to the kitchen door. Open the panel and press the cancel button ONCE and wait a few seconds for the sounders to silence.

Hall Contacts:

Bookings – Lisa Townsend 07798671087 or email l.townsend180@btinternet.com

Chairman – Mark Mays 07776386791

Treasurer – Martin Shead 07786856121

The basic rule is **'please leave the hall as you found it'**.
This checklist should help you remember – please tick it off and leave on kitchen side or return with key and payment.

Checklist

Please tick box when complete	
Rubbish in black bin liners (underneath hand washing sink)	
Recycling to be stored in appropriate kitchen bins	
Crockery and tableware are wiped and put away (tea towels provided in bottom drawer)	
Tables wiped clean and chairs stacked/put away	
Floors swept (hall and kitchen, broom in back cupboard)	
Hot water switch off (in kitchen opposite microwave)	
Wood fire made secure and safe	
Radiators switched off at mains	
Lights switched off (toilet lights automatically go out when not in use)	
Please list below any breakages:	

Finally thank you for using the hall. We encourage all our users to give feedback on their hire so we can make improvements and take on board new suggestions. If you have any feedback please feel free to email Lisa, contact details below.

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