

Booking terms and conditions

GENERAL NOTES

HALL VOLUNTEERS will, if required, open the Hall and show hirers the accommodation, safety aspects, location of lighting & heating switches and the facilities in the kitchen, including the cleaner's cupboard.

HIRERS will LOCK the Hall after use having completed required cleaning and exit tasks outlined below.

The Hall may be cleaned by hirers following an evening event on the following morning but prior to 9am to allow for other lets using the Hall. This **MUST** be arranged with the Booking Secretary.

SAFETY

There are several fire exits, a fire detection system and fire extinguishers. There is an emergency torch in the kitchen. Please familiarise yourself with the location of the exits and extinguishers and see the notice board for the correct procedure should a fire occur. The Hall has a NO SMOKING policy.

COSTS

All costs are at the discretion of the Hall Management Committee and must be paid in advance. The Hall is run by voluntary endeavour, **NOT** the local authority.

INSURANCE

The Hall insurance does **NOT** cover your property and you are responsible for any licenses or permissions – alcohol, entertainment etc. Any electrical equipment brought into the Hall should carry a current PAT certificate.

NOISE

Please respect the residents of properties close to the Hall in the evenings, ensuring that you leave quietly and do not run nor rev-up cars and coaches.

LIVE TV

It is forbidden to watch **live** TV in the hall - we do **NOT** have a license. Anyone caught using a TV will be asked to vacate the hall and a fine may be imposed.

TABLES & CHAIRS must NOT be taken outside.

Cleaning after use

GENERAL

- The hall is a community resource that is run on a volunteer basis. Your support in maintaining the cleanliness of the hall is requested.
- Please follow the below guidance on general responsibilities and specific actions based on the rooms you have hired.

ALL USERS

- All interior lights switched off
- All exterior lights switched off
- All keys returned to kitchen key box
- Any spillages cleaned up.
- Toilets tidy and all toilets flushed
- Switch off immersion heater (kitchen) & pump (lobby)
- Keyholders must ensure hall locked on exit
- Return key to box on wall outside main door, please ensure key box locked.

MAIN HALL

- All furniture cleaned & put away
- Hall heaters switched off
- Stage door locked.
- Hall floor swept.

KITCHEN

- All dishes washed and put away
- All personal items removed from fridge
- Kitchen floor mopped
- Kitchen work tops cleared and cleaned

MEETING ROOM

- All furniture put away
- Floor hoovered.