

Conditions of Hire

1. **The hire fees** are payable in advance and confirms the booking.
2. **Keys are the hirers responsibility to be collected and returned.**
They can be located halfway up the drive to the side of the recently closed Central@ModelStores, Slade Lane, Abbotskerswell, TQ12 5NP opposite the school. As you walk up the drive, look to your left and you will see a Round Black Dustbin with Black and Yellow hazard tape on it. The keys will be inside of this bin with a label on them. **Please do not forget to return them to the same place.**
3. **Charges** include the use of the tables and chairs which are in the double doors store cupboard at the back of the main hall.
4. **In the event of a Fire or an Emergency, You as the Hirer are the 'Responsible Person'** during your hire period.
Please familiarise yourself with the location of Fire Exits, Bells, Extinguishers and Blankets.
Hall Users Fire Safety Guidance can be found on the Notice Board in the Foyer.
You can find the hall's **Fire Safety Policy** in the Wall Display Board System by the Notice Board.
5. **Hire of the Main Hall** includes use of the large kitchen. This kitchen may be accessed by a side door through the fire escape passage.
Crockery can be found in larder cupboard and the hot cupboard. Cutlery can be found in plastic containers on the shelves next to the sinks. There are also 30 sustainable plastic plates, cups and dishes on those shelves in plastic containers for childrens parties if required. Dinner plates can be found in the hot cupboard.
There is a self-filling hot water dispenser which needs switching on prior to using for hot drinks. The Switch can be found above the dishwasher.
The dishwasher if using will also need switching on to warm up before use. Instructions by dishwasher.
Hire of the Small Hall includes the use of the small kitchen.
Crockery can be found in the cupboard next to the kettle. Cutlery is in the cupboard next to the oven. Further kitchen equipment may be borrowed from the Main Hall Kitchen.
We do not provide washing up materials so you will need to make your own provision.
The large kitchen may be used with the small room, but at an additional charge of £15.
Hire of the Bar Area is an additional £15 charge.
6. **Heating** is included in the hall charge. They all have an on/off push switch on the top of the heater. The temperature is also controlled by another push switch on top of the heater. If the heater is not coming on, please check the wall switch is turned on.
7. **Smoking or vaping** is not permitted in the hall.
8. **The maximum capacity of the Main Hall** is 120.
The maximum capacity of the Small Hall is 60.
9. **Alcoholic drinks** cannot be sold without a licence. The hirer is responsible for obtaining the licence and a copy should be sent to the booking secretary of the hall.
10. **Accidents** must be recorded in the accident book. This can be found on board in the foyer. Any accidents should be brought to the attention of the Village Hall Management Committee.
11. **Music** must cease by 11.30pm Monday – Saturday and 10.30pm on Sundays.
12. **Parking** – there is parking around the rear of the hall as well as marking at the front. If you need to park outside of the Village Hall grounds. Please do not obstruct driveways or the highway.
13. **The hall** should be vacated on time. Please leave the hall in a quiet, respectful manner.
14. **The hall** must be left clean and tidy as found. **A checklist** is at the end of this Conditions of Hire and copies can also be found in both kitchens, chair store and on the foyer notice board.
Brushes, hoover, mop & bucket and cleaning material can be found in the chair store. Cleaning materials can be found in the chair store cupboard, both toilets and some in both kitchens.

15. **Furniture** must be returned to its original position. Please see photo in chair store.
16. **All refuse** should be taken away with you. Please ensure you bring bin bags.
17. **Damages** should be reported to Lynn Howard 07702092278 as soon as possible after the event.
A charge may be incurred depending on the extent of the damage.
18. **The Village Hall Committee** reserves the right to refuse usage without explanation and the right of entry at any time.
19. **All doors** should be locked before leaving and both carpark gates should be secured.
20. **Dogs** are not allowed in the hall. There are certain exceptions and need to have prior permission.
21. **PA system** can be found on back wall of the stage in a white cabinet. Instructions inside.
22. **WIFI CODE is G7RK25vXThcQ**

ABBOTSKERSWELL VILLAGE HALL - Quick Checklist for Hirers

Cleaning materials can be found in the following places

Storeroom Cupboard
 Main Hall Kitchen
 Small Room Kitchen Cupboard above Kettle
 On Shelf in Toilets
 Trolley in Foyer

Please leave the hall as you would like to find it.

Main Hall	Check floor – wipe/mop spills and brush up any debris
	Leave furniture as you find it – check store cupboard plan for tables & chairs
	Turn off heating
	Close all windows and doors
Stage	Leave furniture as you found it and close curtains
Small Hall	Clean carpet with vacuum cleaner
	Brush or vacuum wooden floor
	Leave furniture as you found it - check store cupboard plan for tables & chairs
	Turn off heating
Large Hall Kitchen Small Hall Kitchen	Return crockery/cutlery/glasses to cupboard or plastic boxes where found
	Clear and wipe all surfaces
	Wipe ovens, hob and hot cupboard if used
	Wipe sinks
	Sweep floor and wipe spills
	Empty dishwasher if used. Instructions by dishwasher.
	Empty fridge/freezer of any food brought with you
	Empty rubbish bins – if it is a private party or large event, please take away your own rubbish
	Turn off hot water boiler

Toilets	Make sure all toilets are flushed
	Make sure men's toilet urinals are clean and floors wiped if necessary
	Pick up any debris on floor
	Spare toilet rolls can be found in cleaning cupboard in storeroom.
Lights	Turn off all lights. Check toilet lights.
Locking Up	Make sure all inside doors are shut and main door is locked. Check side gate is closed if rear carpark has been used. Check double wooden gates are closed when you leave.

Thank you for your co-operation.