



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

Village Hall Terms and Conditions

Facilities

The Hall is approximately 12m x 9m in size. 15 tables (6' x 2.5') and 90 chairs are available. There is also a kitchen with basic facilities, including a hot water urn for tea or coffee (please turn off when leaving). A limited selection of crockery is available but the hirer should satisfy themselves of its adequacy for their needs. There is disabled access from the entrance facing The Street. The Hall should be left clean at the end of the hire period. All hirers are required to take all of their rubbish home with them. A vacuum and cleaning materials are kept in the cupboard next to the kitchen.

There is internet access throughout both facilities, which can be connected via QR available throughout the Village Hall and the Memorial Library. If renters do have internet access, then it is a condition of rental that they have a TV licence before they use any services that require them.

Please note that during cold weather, the steps to the Village Hall can be icy – these are included in our gritting schedule but if you notice that they are icy, please use some grit from the grit box located in the Village Hall car park.

Please report any health and safety incidents to the Clerk (contact below) and make a note of them in the incident report book in the Health and Safety folder. This is located in the cupboard to the right of the kitchen door.

Payment and Security Deposit

An invoice will be e-mailed on the 20th of the month before your booking (i.e. if your booking is on 5th January, you will receive your invoice on 20th December), which can be paid by bank transfer or cheque.

Keys

The keys are held in a key safe attached to the wall alongside the door to the Village Hall. The code to open the key safe will be provided in an email confirming the booking. There is a door key plus a key fob, which needs to be touched against the small black box to the right of the door when the key is turned (this releases the electronic security lock). On entering the Hall, latch the

outside door open to avoid being accidentally locked out. On leaving, please shut the door and lock it, returning the keys to the key safe. Instructions are also available on the door.

Contacts

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