

Ashwell Village Hall

Important Information for Your Event & Terms & Conditions

LICENSING It is the responsibility of the Hirer to ensure that any necessary licences (e.g. for the sale of alcohol or for music and dancing) have been obtained, and that any caterers used understand the requirements of current Health and Safety Legislation.

USE OF KITCHEN Whilst the Village Hall Trustees make every effort to ensure the maintenance of food storage, heating and cooking facilities, they do not accept responsibility for breakdowns, power failures or hygiene standards. It is also the responsibility of the Hirer to read and understand the actions required of them in case of fire, as described below in the Fire and Action Plan

HEATING: Controls are behind the boiler room door, off the kitchen. To obtain heat for the Hall you are using press the 'Boost' button. This allows you to set it for 1 or 2 hours.

SMOKING: This hall has a no smoking policy. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire or health hazard. Under no circumstances should they be thrown into our neighbours' properties or dropped in garden area.

CLEANING: A basic check and quick tidy/clean is included in the booking. The hall's usual cleaner may be available for a full clean after your event if you prefer. Request contact details by emailing ashwellvillagehall.sg7@gmail.com.

OUTSIDE AREA You are welcome to use the small garden area near the main hall, but the outside play equipment belongs to Ashwell playgroup and must not be used by the children at your event.

STAGE CURTAINS The stage curtains belong to Ashwell Theatre Group and are locked. If you wish to use them or have them drawn across, please contact Diane Jacoutot (ashwelltheatre@gmail.com attention Diane) Tel. 01462 743838)

WHEN YOU LEAVE PLEASE ENSURE THAT:

- The hall is vacuumed and the floor cleaned of any spillages with a damp cloth (Cleaning materials in the boiler room off the main kitchen downstairs. Please do not use the brush on the main hall floor)
- You take your litter home
- Toilets are clean
- Windows and doors are all shut and locked
- Lights are turned off
- Tables are stacked as shown in the picture on the wall

Terms and conditions

The hirer will be in attendance throughout the event and agree the following:

- To accept all legal responsibility for supervision of the event, understanding that it is a requirement that all private functions shall be limited to a maximum of 90 people (Main Hall) or 40 people (Hall 1) attending, and that admission shall be by invitation only.
- To accept responsibility for obtaining any necessary licence.
- To accept responsibility for ensuring a quick and quiet vacation of the premises and drive at the end of the event, understanding that is a requirement that the premises will be vacated before expiry of the hours of use shown.
- To accept responsibility for ensuring that the premises are left clean and tidy, and all furniture is moved back to its original position.
- To accept responsibility for any damage to the hall or its fixtures or fittings.