

Claverton Down Community Hall - General Information/Conditions

Payment is to be made on or before the date of the booking, preferably by BACS bank transfer. Any cheque should be made payable to Claverton Down Community Hall.

Entry to the Hall is keyless via a push button code lock on the main entrance door. **The code will be provided when your booking is approved.** You will see a blue light and hear a peep. Turn the handle clockwise and open the door. On the inside of the door there is a snib (or holdback button). To allow free access to the Hall, turn the interior handle anticlockwise and move the snib across. All you have to do **on leaving** the Hall is to **move the snib back across and close the door**. Please be careful to do this so that the Hall is left secure.

As you leave the Hall, please make sure that the wall-mounted **water boiler in the kitchen is turned off**, the **doors and windows are secured**, particularly the curtained fire doors, and the **gates onto the road closed**. The booking fee does not include the services of a caretaker, so **please leave the Hall as you would wish to find it**. In the unlikely event that it should occur, please report any minor damage to the Booking Secretary, to avoid embarrassing the next user.

Under the Council's current waste collection regime we have to pay to dispose of our rubbish. To keep our costs, and therefore our hire charges, down, **we ask that hirers take away with them any rubbish that they create, particularly anything recyclable**. We are liable for a fine if recyclables are found in our waste and we would seek to recover this from the culprit. Please help us in this respect.

Exceptionally, the Hall Management Committee reserves the right to cancel a booking in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a full refund.

The nominated hirer will, during the period of the booking, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, and the behaviour of all persons using the premises whatever their capacity.

The hirer shall ensure that any electrical appliances brought onto the premises and used there shall be safe and in good working order, and used in a safe manner. Any electrical appliances brought onto the premises must have been PAT tested.

The hirer shall ensure that no dogs except guide dogs are brought into the hall without prior permission.

Dated 11th April 2019