

Hire of Keadby Village Hall

Please note there is no disabled access to the upper floor

The following information is to help you have everything you need to ensure you enjoy using the hall safely and want to come back. It covers charges for hire, health and safety expectations, the equipment and the facilities. You are also advised to read the Terms and Conditions in the documents section.



Main Hall and Upper 1st floor Hall

Licensed for a maximum 100 people on the ground floor

Licensed for a maximum of 70 people on the 1st floor

There are rectangular folding tables, and chairs for 70 people [Main hall].
Chairs are located around the edge of the hall stacked in sixes

Folding tables, and chairs are available for the use of hirers on the upper floor.

Folding tables are stored folded down and stacked in a portable rack. Please clean return to the rack after use.

Please leave as you find.

Window blinds can be pulled down using the chain at the side

Please **DO NOT** stick, pin or attach anything such as banners or bunting onto the walls or ceiling.

Kitchen equipment

The kitchen in both areas is well equipped and the contents of the cupboards i.e. plates, glasses cutlery etc may be used. Please ensure that any equipment, crockery or utensils are clean and returned to the same cupboards.

There is an electric kettle, hot water boiler, microwave, toaster and counter top oven for use of the hirer. Please ensure these are left clean and switched off at the plug socket when you leave the building

Heating & hot water.

Hot water is available

The Heating system is controlled remotely and can be switched on before the booking time starts and at the end of the session. There is a handset to control the temperature should you need to change this during the booking.

Please ensure the lights and heating are switched off when you leave the building and the handset for the heating is returned to the kitchen drawer.

Toilets

Ladies, gents, and easy access toilets are to the rear of the building and equipped with toilet rolls

Health and safety

In the event of Fire

Downstairs main hall: There are two fire exits on the ground floor of the building, one is the main door, and the other is situated at the side of the building with an accessibility ramp.

Upstairs hall: The fire exits are via the main stairs and main door at the side of the building, and the fire exit and fire escape to the rear of the hall with external stairs to the ground floor.

Familiarise yourself with the fire policy and the exit plan [displayed on the notice boards]

In the event of a fire, sound the alarm and evacuate the building as quickly as possible. Gather all of your group members in the park at the back of the building and check that everyone is present

Notify the fire service 999 immediately!

Clearing up and cleaning:

Please leave the venue as you found it. Please remove any crumbs, litter, etc and sweep the floors. Wipe up any spillages and report any damage or breakages for which there may be a charge. Please check that the toilets are left in a clean and tidy state ready for the next hirer and check there are no taps left running.

There is a broom and mop in the store cupboard near the toilets on both levels and a dustpan & brush in the cupboard under the hand sink in the kitchen.

Rubbish

Please take **ALL** your rubbish, recycling and food waste with you and empty any bins that have been used. Please bring your own rubbish bags or use the ones provided in the kitchen (under the hand sink)

Leaving the building

Please close any windows and shut and lock all doors. Turn off all the lights and heating and leave by the main entrance door. Please double check that the door is locked.

Lettings must finish by 11.00pm out of politeness to our neighbours, please leave quietly.

How to make a booking

Please use the following link <https://hallbookingonline.com/> and go to the bookings page. A provisional booking will be acknowledged by an email and a further email will confirm the booking once it has been authorised by the booking clerk. The hirer will be invoiced prior to the event taking place and must be paid in full the week before.

Charges for Hiring the Hall:

Please make sure you have booked the correct hall that you want to hire – either the main hall on the ground floor or the upper floor hall

Bookings can be taken from 08:00am until 23:00 hours Monday – Sunday

Hire charges are:

£15:00 per hour for private bookings

£10:00 per hour for regular bookings [10 or more bookings per year]

£7.50 per hour for the first 3 months to support the set-up of a new community group [where there will be an ongoing regular booking]

Payment will be by BACS transfer, the details of which will be at the bottom of the invoice. Alternatively you can pay by via STRIPE the details are also on the bottom of the invoice. If you are unable to pay online please contact the bookings clerk by email Bookings.keadbyvillagehall@gmail.com

Please contact the Bookings Clerk Bookings.keadbyvillagehall@gmail.com a few days before your event to confirm your booking and discuss any special requirements. If it is the first time you have hired the hall, it may be helpful to arrange to visit to be shown everything including the instructions for the heating, hot water and other important information.

Cancellations

If you need to cancel your booking please let the booking administrator know as soon as possible.

Cancellations made up to 7 days before the event date will be charged in full with no refund

Cancellations made 14 to 21 days of the event date will be charged at 50%

Cancellations made more than 21 days before the event date will receive a full refund

Reporting problems and feedback

Please report any problems and let us have any feedback either by email

Bookings.keadbyvillagehall@gmail.com or by contacting the bookings clerk on 07761594077:

Alternative contacts: Paul Vollans 07874992826: Bob Haynes 07500702506

I acknowledge the above information and agree to the expectations of the letting.

Name printed Signed Date

I have shown the Hirer around the building [if applicable]

Name printed Signed Date