

Rampton Village Hall

Hirer's Information

Please read the following to obtain maximum enjoyment from your booking. If you feel anything extra should be added to this please let us know at ramptonvillagehall@gmail.com

Before Your Event

If you intend to sell alcohol at your event, you must obtain a Temporary Events Notice (TEN) from the Local Authority and advise us that you have done so. You must apply at least 10 clear working days before your event. A TEN will cost £21 (paid to the Local Authority NOT the hall).

Deposit

- If you have paid a deposit for your event we will refund it within 28 days of the hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.
- In addition, the Committee reserve the right to deduct a sum from the deposit paid should the Village Hall and its environs require cleaning or clearance as a result of the hiring.

To have the deposit returned direct please supply us with the full bank details for the account you wish to be refunded.

Payment

For most events an invoice will be issued (including a deposit where appropriate). BACS payment is preferred, but payment by cheque and cash can be accepted. Payment for private parties is due two weeks prior to the event.

During Your Event

Keys

- The set of keys issued gives you access to most of the hall. The large key opens the main entrance doors and cleaner's cupboard; any other keys will be identified on handover.
- Please keep the cleaner's cupboard locked when not in use to prevent access by children.
- The electrics cupboard within the cloakroom is not accessible by hirers.
- Please leave all doors locked or unlocked as you found them.

Unless otherwise arranged please return keys to the red post box by the front door.

Parking

- The first two parking spaces in front of the hall are designated as accessible.
- Please do not park on the grass.
- Please do not block the fire exit at the far end of the hall.
- The concrete road alongside the hall must not be obstructed as 24 hour access is required to the electricity sub-station.

Heating, Lighting and Hot Water.

- Electricity costs are included in your booking but please do not waste energy.
- The infra-red heaters in the main hall are switched individually.
- The water heater and kettles in the kitchen are for hirers' use. Please turn on the extractor fan if required.

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- Water in the Hall is heated by solar PV panels on the roof and is usually hot. Should a boost be needed there are instructions on the control box to the right inside the cleaner's cupboard.
- The dishwasher is NOT for hirers' use.
- Please ensure all lights, heaters and hot water are switched off as you leave.

Equipment

- A first aid box is located by the bar.
- Tables and chairs for hirer's use are stored in the cloakroom at the rear of the hall. Please return them as you found them following the instructions. Do not stack tables or chairs in front of the corner electrics cupboard.
- More small tables are stored in the cupboard behind the bar and additional chairs to the right of the stage.
- Crockery and cutlery is available in the kitchen.
- Cleaning equipment is located in the cleaner's cupboard. Please aim to leave the Hall as you find it.

Rubbish

- A litter bin is located in the kitchen for general litter and a blue bin for recycling.
- Any larger quantities of rubbish must be removed by the hirer.

Faults / Damage / Comments

- Please report any faults or damage to the Lettings Agent as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

General Points

- Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.
- Please do not use drawing pins, blu-tack or sellotape on the walls or other surfaces.
- Do not fix decorations near light fittings or heaters.
- Smoking is not permitted in any part of the hall.

Making Contact

If you do need assistance you can try calling **07493 183872**

or email **ramptonvillagehall@gmail.com**

but please note the hall is run entirely by volunteers so we cannot always guarantee being available.

I have read and understood the terms of the hire:

Name: Date:.....

Contact email: Contact no: