

USER GUIDE 2024

ENTRY INTO THE BUILDING

This is via a key which is stored in the key safe box on the exterior wall near the front door.

The box is accessed via a code (currently 6523)

This code is changed regularly. **PLEASE KEEP THIS CODE CONFIDENTIAL and ensure that the key is returned to the box at the end of your use and the code is scrambled.**

MAIN DOOR

This has locks both top and bottom. The one key works for both locks. Please press button to open and close the door. It is automatic. It takes time to open and close. PLEASE be patient with it.

CHARGES

These are hourly rates and are dependant on the following:

Which hall you are wishing to book(Large Small or Both)

And

Whether you are a resident of South Muskham/Little Carlton or not

RESIDENT

LARGE HALL£13.50

SMALL HALL.....£10.00

COMBINED£21.00

NON RESIDENT

LARGE HALL£17.50

SMALL HALL.....£13.50

COMBINED£27.00

PAYMENT

Please note, all bookings are provisional until full payment is received. Full payment must be made 4 weeks in advance of the event. Please make reference to your booking invoice number when making payment, if the booking needs to be cancelled unto 3 weeks in advance no charge will be obtained if 7 days or less **25%** will be deducted from your refund.

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BANK DETAILS

Please make payments to:

Account Name:	South Muskham Village Hall
Reference:	Your invoice number
Bank :	Natwest
A/C Number	19404107
Sort Code	54-10-23

CLEANING - Additional charge to hall hire fee.

There is now a mandatory cleaning fee of £30 after all parties:

BOUNCY CASTLES ARE NO LONGER PERMITTED

DAMAGES

All damages are to be reported to the committee and the committee reserve the right to seek additional payment at a reasonable level.

CCTV

Please note that CCTV is in operation, with notices in the hall. This is a requirement of our Insurance policy. No liability is accepted for any Loss or Damage to items left in advance or after the events.

HALL CLOSING TIME

Please note the licence for using the Hall states that all events must end and be cleared by **MIDNIGHT**.

SETTING UP

The hall is Managed by committee members who are volunteers, consequently we are not available to assist with setting up/clearing away and it is therefore your responsibility. Please ensure that you allow sufficient time prior to and post event to attend to this.

CHAIRS

These are stored at the back of the Main and Small halls, please adhere to the posters in the hall re- stacking and moving into position (please use the trolleys to move to avoid dragging across the floor)

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TABLES

These are stored in a room through the back of the little kitchen. This is accessed via the small hall (through brown portioned doors) and the small kitchen, the door through the end of the kitchen with a key in... the lights come on automatically.

PARTITION DOORS TO SMALL HALL

The partition door opens in a concertina style to create a free flow from the main hall to the small hall, when closing please ensure that the concertina doors are locked with the key before closing the main door of the partition wall.

FIRE DOORS

PLEASE NOTE THESE MUST BE KEPT CLEAR AT ALL TIMES, THEY HAVE SIGNS ON THEM SAYING "FIRE DOOR"

NO SMOKING OR VAPING IS PERMITTED IN THE HALLS AT ANYTIME.

AIR CONDITIONING

MAIN HALL

The control panel on the wall next to the main entry Exit Door in the Main Hall. The air conditioning is easy to use, with advice provided on the wall. The on/off button is on the top of the box, please ensure you switch it off on departure. **Please note that after 3 hours it will automatically switch off and will need to be restarted PLEASE DO NOT SET THE TEMPERATURE ABOVE 23 DEGREES AS THIS WILL SHUT DOWN THE SYSTEM.**

SMALL HALL

The same conditions apply regarding the temperature but this is a remote control user located under the A/C unit **PLEASE NOTE THIS MUST BE TURNED OFF AFTER USE.**

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ADDITIONAL CAR PARKING

If additional car parking is required on the grass at the back of hall the padlocks for the removable bollards has the same code as the main door, this is mentioned at the top of the agreement.

CONTACT LIST

The committee members who run the Village Hall are all volunteers and are responsible for the management of all Hall bookings and events. Should you require any assistance or advice there is a contact list outside the main door on a plaque.

We ask that you sign this form to confirm your understanding and agreement to the terms and conditions.

SIGN.....

DATED.....

WE HOPE THAT YOU ENJOY USING THE HALL.