



TERMS AND CONDITION OF HIRE

SOUTH MIMMS VILLAGE HALL

Event hire deposits will not be returned if the Terms and Conditions are not met:

- All tables and chairs in the main hall need to be cleaned and stacked at the side of the hall three at a time. Children tables and benches to be collapsed and returned to the white cupboards.
- Floors must be swept thoroughly and any spillages mopped – cleaning equipment is in the kitchen cupboard.
- Ensure all toilets have been flushed.
- **Rubbish bins are to be emptied into the outside wheely bin including rubbish from the toilets. Nappies must go into the outside bin. If the wheely bin is full, please take your rubbish home.**
- The kitchen skylight must open when cooking or using the urn but closed when leaving.
- All doors and windows must be closed. If emergency exit doors have been opened these must be locked using the thumb locks.
- The kitchen must be left spotless and tidy .
- Strictly no smoking or vaping in any part of the building.
- No bubble machines or smoke machines.
- On exit double lock the front door and if used return the key to the key safe changing the numbers to a locked position,
- Alcohol can't be sold without a temporary licence.
- Tea, coffee and other provisions in the kitchen belong to the Parish Council and are NOT for public use.
- Children are the responsibility of the hall hirers and must be supervised.
- The toys at the hall belong to the Playgroup and are not for use during private parties.
- A basic First Aid kit is in the kitchen but health and safety of guests remains the responsibility of the hirer. If the First Aid kit is used please in form us on SMHall@SouthMimmsRidge.org.uk

Event bookings are £100 for four hours minimum to include set up and cleaning. Addition hours charged at £30/ph

An additional £50 breakages and cleaning deposit may required and will be returned after the event if the hall is left clean and tidy.

The hall is run on a basis of trust and honesty. Please leave it as clean as possible for the next user. Remember to return the key to the key safe (and scramble the combination).



In addition, regular hall hirers

- Are responsible for ensuring that online booking have been made for all dates at least a term in advance.
- Cancelations can be made up to a week in advance.
- Business hires must have their own Public Liability Insurance.