

Schedule 3

HALL INFORMATION DETAILS

OPENING AND CLOSING THE VILLAGE HALL

The Village Hall keys are kept in a keysafe and the code will be provided upon the payment of the full hire fee. Lost keys will be charged a £10 fee to replace.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises.

SAFETY

Smoking is not permitted in the Village Hall.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

A first aid box is located in the kitchen in the cupboard next to the fridge.

HEATING

Generally the Village Hall will be heated as required but please let Mrs Leila Chaudry know if you need it to be varied. **DO NOT** try to adjust individual radiators/heaters.

CAR PARKING

The roads leading to the Village Hall are public roads and should not be obstructed. There are on street parking available both on The Green and on Bates Lane. The Village Hall car park is very limited and its use is only restricted for unloading and loading only; and emergency vehicles. Any vehicles found parked on the premises will be required to be moved immediately.

CONSIDERATION FOR OTHERS

Please ask your guests to leave quietly at the close of your event. Car doors banging, congregating outside the Village Hall, loud conversations and shouting in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blue-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Village Hall clean and tidy and put waste in the bins outside, or take it home. In particular, we ask you to ensure table tops are wiped before being stacked in the storeroom.

FAULTS/DAMAGE/COMMENTS

Please report any faults or damage to the Village Hall Representative, Mrs Leila Chaudry when returning the keys so that they may be rectified quickly. Failure to do so would affect any future booking of the Village Hall and the loss of your deposit (if applicable) and in any event, your responsibility under Clause 12 of the Standard Conditions of Hire will apply. The Management Committee welcomes your comments or observations you may have about your hire of the Village Hall.

