

# Ufford Community Hall

The Avenue, Ufford, Suffolk IP13 6BF Bookings Manager: [bookings.uch@gmail.com](mailto:bookings.uch@gmail.com)

## BOOKING TERMS & CONDITIONS

### HOW TO BOOK

Bookings can be requested on-line: [www.hallbookingonline.com/ufford](http://www.hallbookingonline.com/ufford) . Please fill in the details for your event and the administrator will advise of hire charges via e-mail reply. The administrator will ask if you wish to proceed and an invoice is sent. The booking is fully confirmed when payment is received.

### CHARGES

There is a list of charges displayed online and also on the noticeboard of the hall.

Additional payment may be required for use of cooking or bar facilities.

If a confirmed booking is cancelled within 7 days of the event, we reserve the right to charge a £10 administration fee.

### PAYMENT

Your booking is confirmed (via e-mail from [noreply@hallbookingonline.com](mailto:noreply@hallbookingonline.com)) on receipt of payment of the associated invoice.

We have no facilities to accept cash or cheques.

Please put your surname and invoice number as payment reference, when making an electronic transfer:

**Account Name: UFFORD COMMUNITY HALL**

**Sort Code: 20-45-45**

**Account Number: 50854298**

## USE OF THE HALL

Please read the following carefully, as by making your booking, you are accepting the terms and conditions of hire, and agreeing to all hall usage rules and restrictions, listed:

### HALL ENTRY

Unless you are a regular user/keyholder, you will be given a lockbox code to enter the hall before your event. The lockbox containing the front door key is to the left of the main entrance door.

### RULES

- **The maximum number allowed in the hall is 70.**
- The hirer is to be present at the function and is responsible for all attendees, and must ensure the proper use of the premises and any equipment within it.
- Any licensable activities will need a 'Temporary Event Notice' from East Suffolk Council. The application cost and insurance of this is to be arranged by the hirer with consultation with the Ufford Community Hall Committee.
- The hirer must take all reasonable steps to ensure that children and vulnerable adults are protected at all times.
- No sticky tape or drawing pins to be used.
- Inflatables are not permitted.
- No equipment to be removed from the building.
- Any electrical equipment brought into the Hall must be safety-tested prior to use.
- Smoking, the use of drugs and under-age drinking are not permitted.
- Naked flames are prohibited. In the event of fire, immediately evacuate the premises & call the fire brigade.
- Fire exits must be kept clear at all times.
- Any accidents to be recorded in the Accident Book, found in the kitchen drawer.

## FACILITIES

### WIFI

The Wifi code is shown on signs within the hall.

### LIGHTS

There is a switch to the right of the main entrance door. This switches on lights in the main hall area and the foyer. This will light your way into the kitchen, where the rest of the switches are located.

### HEATING

All heaters have individual switches and thermostats (located above each heater). Please ensure you switch all heaters off when leaving.

### HEARING LOOP

The hall has a hearing loop and the switch for this can be found in the kitchen.

### KITCHEN ITEMS PROVIDED/CLEANING

- Clean dish cloths can be found in the second drawer down, nearest the hatch.
- Tea towels are not supplied, although there are usually a couple in the drawer.
- A brush & dustpan is kept in the kitchen and a vacuum cleaner, mop & bucket are kept in the cleaning cupboard at the back of the disabled toilet.
- Please use hand sanitiser and keep handles, switches & surfaces sanitised regularly.

### REFUSE

There are rubbish bins outside to the right of the building. Empty plastic bottles, tins and cardboard go in the blue recycling bin.

### CHAIRS & TABLES

At the end of your event:

- All chairs to be returned and stacked in the store room
- All square tables are to be returned to the store room.
- Round tables go in front of the bench seating with the stools.

LOCKING UP/EXITING THE HALL (Please run through this checklist as you leave):

1. Please leave kettles empty when leaving.
2. Check ALL heaters are switched off at the wall.
3. Check all windows are shut, including the windows in the toilet.
4. Check the fire exit door is properly closed.
5. Sanitise all handles, switches and surfaces on the way out.
6. Check the whole building is secure.

***Ufford Community Hall is used by many on a regular basis - please ensure that you have left the building as you would wish to find it.***