

LITTLE WEIGHTON VILLAGE HALL: HIRER TERMS AND CONDITIONS

Booking:

1. Bookings can be made either via the website on-line booking system or by telephone to the booking secretary. A confirmation of the booking will be sent by e-mail. A paper booking form will be sent to the hirer which should be completed before the booking.
2. Regular hirers will be sent a monthly invoice by the Treasurer. One-off bookings must be paid in advance, either by a cheque made out to Little Weighton Village Hall or by cash to the Booking Secretary.
3. A deposit by cheque or cash will be required for parties (It will be returned if the hall is left in a clean, undamaged and tidy condition).
4. The hiring fee will be charged if cancellations are received less than one week before the booked date.

Entering the Building (as first user)*:

1. Unlock the right-hand door and **UNDO THE LATCH BOLTS ON THE LEFT DOOR.**
2. Once inside, use the small display unit (to the right of the doors) to move to auto opening using the symbol with two opposing arrows. The doors should then activate using the wall switches. (see below for how to reverse this process).

Use of the Hall:

1. The hall must be left in a clean and tidy condition after use. Brushes are supplied in the storeroom. All kitchen surfaces and sinks must be wiped clean.
2. All surplus food must be removed from the building. Any **clean** cardboard, glass, metal or paper should be placed in the blue recycling bin. Items which cannot be recycled should be placed in the green bin or the black kitchen bin. Bins are located outside the kitchen door.
3. The Lincat water boiler (located near the hatch doors in the kitchen) must be switched off at the wall plug and, if used, the dishwasher should be drained in accordance with the wall-mounted instructions.
4. Ensure that wall thermostats are set to 20°C and radiators to no. 3.
5. Ensure that chairs and tables are clean and returned to the storeroom. Chairs must be placed on the trolleys with the padded seats facing outwards.
6. Lights should be switched off apart from the toilets, storeroom and outside lights which are motion sensitive.
7. No bouncy castles, naked flames or glitter should be used. No decorations to be stuck on walls.

Licencing and Safeguarding

1. If alcohol is to be **sold**, permission must be obtained from the Trustees by way of the Booking Secretary and a Temporary Alcohol Licence must be obtained from the East Riding Council using their on-line system. The user must adhere to the laws relating to the sale of alcohol.
2. Hirers running activities for unaccompanied children or vulnerable adults must have a current DBS certificate, a copy of which must be filed with the Booking Secretary prior to the event.

Leaving the Building (if you are the last user) or, if no key issued, contact the Booking Secretary

1. All fire doors and windows must be closed.
2. The **AUTOMATIC OUTER DOOR MUST BE CLOSED IN THE FOLLOWING WAY*:**
 - a. Press the star on the small display to the top right of the doors.
 - b. Ensure that a **HAND SYMBOL IS NOW INDICATING 'MANUAL MODE'**.
 - c. Close the bolts on the right-hand door.
 - d. Push the left door to exit and lock it using the key provided.

***FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN DAMAGE TO THE LOCKING SYSTEM! IF UNSURE PLEASE ASK FOR HELP.**