

STRENSHAM VILLAGE HALL - HIRING REGULATIONS

- Usage of Hall must be clearly stated at the time of booking.
- Familiarise yourselves with the fire precautions as displayed, locations of fire equipment and exits. Back door in kitchen must be unlocked and locked again at the end of your event.
- Ensure the capacity of the Hall (60) is not exceeded.
- Volume of live or electronic music must be kept within reasonable limits to avoid nuisance to residents.
- Only heating appliances provided by the Village Hall may be used.
- Nothing must be attached to the walls/doors.
- The kitchen is available to hirers, familiarise yourself with using the dishwasher and hot water heater (see notice board).
- For small quantities of crockery, please wash up and put away.
DO NOT USE DISHWASHER!
- Parking - Please ensure that you park legally & considerately of our neighbours (not on pavements or blocking drives).
- Damage of any kind must be reported to Auriol Burgess on 07990 815428. All breakages must be paid for.
- If the white linen tablecloths are required, an additional £7.00 per tablecloth will be charged for cleaning purposes.

The Village Hall Committee will not be held responsible for:

- Any loss/damage to personal property either in or outside the Hall.
- Injury to individuals using the Hall.

When Leaving the Hall:

- All Rubbish needs be removed and placed in the wheely bins at the rear of the Hall. Plastic bags are in the draw next to the oven.
- Turn off all 5 heaters in the main Hall. **DO NOT SWITCH** on heaters in the kitchen or toilets.
- Close all windows and doors.
- Turn off all lights including kitchen and toilets.
- Check that the hot taps in toilets are turned off (switch on wall).
- Lock Fire Exit door if used, by rotating the knob until it stops.

CANCELLATION POLICY

Should you have reason to cancel your confirmed booking, and provide less than 48 hours' notice, you will be charged the full hire fee agreed at the time of booking. The amount will be added to your next invoice.