

TERMS OF HIRE

Geldeston Village Hall

Contact Number 07773-493160

General

Those hiring the Hall must:

- Take proper care of the premises and contents and leave them in a clean, tidy and fit condition for the next user.
- Ensure the good conduct of all persons and safe supervision of minors.
- Not sub-let any part of the premises.
- Ensure that the Hall is closed and cleared of visitors by the time specified in the letting usually an hour after the agreed times for the event booking.

The Management reserve the right to cancel or vary the terms of the booking.

Doors and Safety

The entrance doors shall not be locked while the Hall is in use.

During an organised event, e.g. dances, there shall be stewards on duty at the entrance who have been instructed in their duties.

Members of the Hall Committee, Police, Fire Brigade shall have the right to enter and inspect without hindrance at all times.

Emergency Exits, signs and lights must not be obstructed; fire extinguishing equipment must not be removed. No fitting or electrical wiring is to be altered, fixed or removed.

During the period of hire

The hirer shall provide their own table cloths and tea towels.

All parts of the premises in use must be adequately lit.

No furniture, equipment, liquids or other materials that would be likely to damage the floor or structure (by reason of weight, nature or otherwise) may be brought into the premises.

Notices may only be attached to the pin boards provided. No notices, posters, photographs, etc. are to be put on the walls.

The walls must not be defaced in any other way.

On leaving the premises

The hirer must ensure that all food items are removed from the fridges, and that the fridges are turned off and the doors left open.

The dishwasher must be drained of water (if used), switched off and the door left ajar.

All kitchen surfaces are to be clear of debris and wiped over.

All rubbish is to be placed in the bin bags provided and placed in the refuse bins outside.

Before leaving the building, the hirer is to ensure that water taps are turned off, lights are switched off in all areas, water heaters and power points are switched off, and the main hall and kitchen floors are to be swept.

The hirer shall accept responsibility for making good any damage caused to the premises or its contents during the period of hire, and for any loss of revenue to the Trustees caused by such damage.

THE HALL WILL BE INSPECTED AFTER USE

REPORT OF ANY DEFECTS IN THE RECORDING BOOK OR LET THE MANAGEMENT KNOW ASAP.

HIRER TO LIAISE WITH THE MANAGEMENT RELATING TO THE RETURN OF THE HALL KEY AFTER USE.

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The full cost to be paid on reservation. This can be done either by cash, cheque (Geldeston Village Hall) or BACs payment. In the event of cancellation, no refunds will be given except where minimum 7days notice is given of such a cancellation. A receipt will be issued.

To confirm a booking payment must be accompanied by a copy of these terms as accepted by the hirer and signed below.

I agree to the Terms of Hire.

Name.....

Organization

Contact tel.....

Date of hire.....

Email address.....

Postal address.....

Time of hire from till

Use of cooker /dishwasher YES----- NO----- Cooker or Dishwasher -----

Deposit paid-----

PAYMENT TOTAL:-----

MEANS OF PAYMENT:-----

You can either post the completed form and payment through the letterbox in the main door at the village hall itself or alternatively please post the completed form and payment to:

Geldeston Village Hall
c/o 36 The Street,
Geldeston,
Norfolk,
NR34 0LB

Please ring to confirm dates, payment and acknowledgement of booking form. 07773493160