

TERMS OF HIRE

GELDESTON VILLAGE HALL - Hire agreement

CONTACT NUMBER 07773493160

CONDITIONS OF LETTING TO BE OBSERVED BY HIRERS:-

To take proper care of the premises and contents.

To ensure the good conduct of all persons and safe supervision of minors.

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 are instructed in their duties.

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

The hall shall be closed and cleared of visitors by the time specified in the letting (usually an hr after time of booking).

No fitting or electrical wiring to be altered, fixed or removed.

The leave the premises clean, tidy and in fit condition for the next user.

Ensure all food items are removed from fridges, turn off and doors left open.

Dishwasher to be drained of water (if used), switch off and door left ajar.

All rubbish to be placed in bin bags provided and removed to the refuse bins (outside).

All kitchen surfaces to clear of debris and wiped over.

The hirer to provide their own table clothes and tea towels.

To ensure all parts of the premises in use are adequately lit.

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

Not to deface the walls.

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

Not to obstruct the Emergency Exits, signs and lights or to remove the fire extinguishing equipment.

Not to sublet any part of the premises.

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

The Hirer shall accept responsibility for the cost of making good any damage caused to the premises or contents and for any loss of revenue to the Trustees caused by such damage.

Hirer to ensure that taps are turn off, lights off in all areas, water heaters and power points are switched off before leaving the building. Main hall and kitchen floors to be swept.

Report any defects in recording book and let management know.

The premises must be left clean, tide and in a fit condition for the next user.

Hirer to liaise re the key for the hall with management.

The full cost to be paid on reservation. In the event of cancellation, no refunds will be given except where minimum 7 days notice is given of such a cancellation.

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 To.....

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