

Burton Joyce & Bulcote Village Hall

Conditions of Hire (revised May 2007)

- 1) Unless the hirer is an organisation or society, the hirer must be over the age of 30, and also be present at the function to ensure the good order and safety of all present at the event. The hirer must also sign and return the attached form agreeing to the general terms and fire precautions.
- 2) A deposit of 50% of the hire charge is payable at the time of booking, with the balance to be paid not less than ten days before the function. The committee reserves the right to retain the deposit if the event is cancelled. A further refundable deposit of £50 against damage will be required for party bookings.
- 3) The hire period is four hours excluding preparation time as agreed. Extensions may be pre-arranged with the booking secretary. Evening hire **MUST** conclude by 11.45pm.
- 4) The hall and other rooms used must be left in a clean and tidy condition ready for other users. Cleaning equipment is available in the small kitchen in the large cupboard or under the sink.
- 5) Tables or chairs re-located or moved between rooms **MUST** be replaced after use to the original location.
- 6) The hirer will be responsible for ensuring that the volume of noise is kept at a reasonable level so as not to cause nuisance to persons living nearby, and evening hire ends by 11.45pm..
- 7) If a licensed bar is required, please see separate rules and hire conditions.
- 8) If the hirer is not a resident of Burton Joyce or Bulcote a surcharge is applicable.
- 9) **NO SMOKING.** From July 1st 2007 the village hall will by law become smoke free. All hirers of the hall will be responsible for ensuring that their event complies with the **no smoking** law. As such the hirer will be liable for non compliance and fines imposed by Gedling Borough Council.

General Information

Hirers should be aware that another booking may follow immediately after theirs on the same day or early the next morning. Please therefore leave the halls in a good state as cleaning staff do not clean between every let. **Also please take away any recyclable rubbish as the hall has no recycling facilities.**

The halls will normally be unlocked approx 30 minutes before the booking.

Do not stick posters etc to walls with sticky tape. Blue Tack is preferred.

Cleaning equipment is available in the small kitchen.

When setting out tables and chairs, please ensure fire exits are not blocked.

The refrigerator is always switched on, but the freezer will only be switched on by prior request.

The water boiler in the main kitchen should be left on unless you are the last let of the evening. **Important** **When using please do not leave running hot water unattended to avoid flooding or scalding.** This heater constantly heats fresh mains water.

Between October and April the heating is timed to come on before your booking. If it is too warm crop the system as instructions in the small kitchen, * **Do not adjust controls on individual heaters***. To avoid damage or fire, do not place items on the heater guards in the main hall.

Do not stack tables or chairs more than six high.

Light switches are located in the main foyer, and to the right of the stage. The dimmer system is only available by prior request. Emergency lights should be switched on in the main hall for dances concerts etc.

IMPORTANT INSTRUCTIONS FOR LEAVING THE HALLS

Please Ensure all lights are switched off, all windows and fire doors closed. Please drop the Yale locks as you leave unless requested otherwise.