

WALL VILLAGE HALL - STANDARD CONDITIONS OF HIRE

Please read these conditions alongside your booking form and confirmation information.

GENERAL

The hirer is responsible for the hall during their tenure and must be present.

The hall must be used for the purpose stated on the booking form.

The number of people present must not exceed the maximum permitted.

BEFORE

Ensure that any guests unfamiliar with the area and hall know where they can park.

Please ask them to respect the green and the residences around it.

The key should be collected from the safe place and returned after the event. If you are a first time user of the hall, a trustee can meet you at the hall before the event.

If you wish to put up any decorations in the hall eg Happy Birthday banners, please discuss this with a trustee beforehand.

In winter, you may wish to put the heaters on before the event begins. Please try and do this no more than an hour before the start time.

DURING

The health & safety of those using the hall is the responsibility of the hirer. The Health & Safety and other associated policies are available on the village hall website.

The hirer must familiarise themselves with the location of the fire exits and fire extinguishers

Equipment Is stored on the cupboard behind the stage

AFTER

Ensure the hall is clean and tidy. Trustees reserve the right to apply a £25 cleaning charge if the hall cannot be immediately used by another hirer.

Cleaning supplies are in the kitchen cupboards. Brooms are in the boxes under the window.

Please return all equipment to the cupboard after use.

Stack the chairs no more than 6 high.

Ensure all lights, heaters and water heaters have been tuned off

Wash and dry any crockery and cutlery and return it to the cupboards.

Take all of your rubbish away with you. There is no bin collection at the hall.
Return the key to the safe place

16th August 2024

Trustees of Wall Village Hall. Registered Charity no 1019077