

Polite Reminder for all Hirers:

14. TIDINESS AND USE: The Hirer must leave the facilities in a clean and tidy condition after use. Any of the Hirer's property or equipment in the hall is left at the owner's risk. All rubbish and litter must be removed from the premises and any tables and chairs used are to be cleaned and returned to their storage location. A charge will be made if the premises are not left clean and tidy. Floor dusters and brooms are available from the storage cupboard behind the stage for sweeping the main hall floor after use – it must be left as you would expect to find it. Alcohol must not be left on the premises unattended and must be removed at the end of the hire period. All heating, lighting and non essential electrical appliances must be switched off before leaving premises. Information relating to this is displayed at various points throughout the Village Hall. A surcharge may be made if this is not complied with.

ANY DAMAGE MUST BE REPORTED WITHOUT DELAY.

The Hirer is responsible for any damage to the fabric or contents of the hall and may have to surrender the booking deposit as payment for repairs / replacements / additional cleaning as required.

Use of Blu Tac or other similar materials or tape of any kind to affix items to the walls is not permitted as these materials are very likely to damage the decoration of the building when removed. Use of these materials will result in a loss of deposit.

A wooden 'picture rail' has been provided specifically for hanging items using drawing pins or similar pins, tape or hooks. Staples should not be used as they are unlikely to be able to be removed after use.

18. CANCELLATION OF HIRING: The Management Committee reserves the right to cancel the hiring at any time and will not be liable for any loss or inconvenience incurred by the Hirer. Should the cancellation be needed due to Government Guidance, e.g. hall required for use as polling station, and the booking fee already paid, this will be refunded. Cancellation by the Hirer at a time within 48 hours of the hire period will be charged in full, cancellation within 7 days of the hire period will be charged at 50% of the hire fee. This may be waived at the discretion of the Hall Committee taking account of prevailing circumstances.