

# EASTON ROYAL VILLAGE HALL

## CONDITIONS OF HIRE

The Village Hall will normally be available for bookings between 9am and midnight.

The Hirer, on collection of the hall keys, assumes responsibility for the security and safety of the hall and its contents and for locking the hall and returning the keys to the Letting Agent.

The Hirer is responsible for setting out furniture as required and for returning it to its correct storage positions. After the event, please sweep all floors and leave the hall and kitchen in a clean condition for the next user. It would be appreciated if all rubbish and recycling is removed and disposed of.

Please wash and dry all glasses, crockery and cutlery and return to the cupboards. Please clean the cooker and microwave oven, if used. The dishwasher should be drained and cleaned (see instructions). Please leave the work surfaces, kitchen sinks, drainers and floors in a clean condition. (see also Before Leaving Check List) displayed in the Hall.

The Hirer undertakes responsibility for not creating any nuisance to surrounding residents through excessive noise, playing of loud music outside the hall, inconsiderate parking of vehicles or in any other way. The hall must be vacated by midnight. With the exception of the parking area, please do not drive vehicles across the Recreation Ground.

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### Note

The Hirer is responsible for any damage caused to the hall and the immediate vicinity including the car parking barriers, gate and fencing.

Facilities:

Main Hall: Fire Regulations limit the number of persons as follows:

Functions using tables and chairs - 75 maximum.

Other functions – 120 maximum.

Disabled access by ramp

Kitchen: Cooker, microwave oven, fridge/freezer, catering dishwasher, worktop areas, double sink and drainers, tea urn, kettle, crockery, cutlery and glassware.

Toilets: Two unisex WCs, one with disabled access, both with washbasins, heaters, hot and cold water.

Parking: Parking is allowed on the parking area adjacent to the hall.

Fire: Please note the position of Fire Extinguishers and Fire Exits.

**PLEASE NOTE THAT SMOKING IS PROHIBITED IN THE VILLAGE HALL**

## END OF SESSION CHECKLIST

1. Check that heaters and cookers are turned off. Dishwasher drained and switched off.
2. Check that appropriate electrical appliances are turned off and unplugged.
3. Ensure that in winter months the water is drained down and turned off at the main stop cock situated in the Ladies Toilet.
4. Turn out all lights not required for security purposes.
5. Close all internal doors.
6. Secure all outside doors and windows.

Thank you.

Telephone numbers:

Letting Agent Tricia Duncan 01672 810443

Chairman. Brian Norman 01672 811662

Please sign below that you have read and agree with the Terms and Conditions of the Village Hall

Signed by the hirer

Date

Name

Address

## ADDITIONAL CONDITIONS FOR THE HIRE OF THE RECREATION GROUND

The Recreation Ground may be Hired by residents of Easton Royal subject to approval of the Parish Council at an additional fee of £250 for a maximum of three days, which includes erection and take down of a marquee where this is utilised. Consideration will be given to hirers living outside the Village subject to prior discussion. The Marquee must be erected in the designated area on the right hand side of the recreation ground\* and access to the recreation ground must be available to other users by noon on Monday morning at the latest.

1. Any damage to the area must be reinstated by the hirer to the satisfaction of the Parish Council as soon as possible following the event.
2. All parking must be within the hard standing area of the car park, please do not drive vehicles onto the grass. Special permission for parking on the grassed area can be arranged when the weather is suitable\*. (We may alter a decision on parking 24hrs before the event if the weather is particularly wet and in marginal weather conditions the hirer may be required to provide a protective trackway to enable vehicle movements on the recreation ground) A parking steward must be nominated by the hirer to ensure this regulation is observed.

3. Fires, Fireworks and Chinese Lanterns are not allowed on the Recreation Ground.
4. Celebrations must finish by midnight.

\*see attached site plan for marquee and parking locations  
Telephone numbers:

Letting Agent Tricia Duncan 01672 810443

Chairman Brian Norman 01672 811662

**Please sign below that have read and agree with the Terms and Conditions of the Recreation Ground**

Signed by the hirer

Date

Name

Address