

## Conditions of Hire

The hall booking periods are divided into 3 sessions,

- 6am-12pm, 12pm - 6pm, 6pm -12am.
- Hirers are asked to leave the hall & outside areas as they find it, (brushes, mop and bucket and vacuum cleaner are provided in meter cupboard, also cleaning products under the sink). Any issues should be reported to the booking secretary.
- Chairs stacked in correct places, tables wiped clean.
- The hirer will ensure that upon vacating the hall, all windows and doors are closed, water heaters, and lights are switched off.
- Hirers **MUST** remove all rubbish at the end of their booking. (black bags are provided).
- Please read fire notices, the first aid box is in the kitchen, and a defibrillator outside the front door.
- For all events the hirer undertakes to consider what measures are needed to ensure the physical safety and well-being of all who attend. Hires must ensure it is a safe place where people of all ages, abilities, gender identity, and ethnicity can enjoy and participate in appropriate activities. In particular there is a requirement that responsible adults will be present to supervise minors and to ensure their safety at all times.
- The urinals in the gents need to have the water turned on (handle over head- please remember to turn off).
- Could regular hirers bring their own tea towels to use, or take home hall ones to wash.
- Users pay for their electricity use (except lighting) via a slot meter. The meter takes £1 and £2 coins. When the money runs out please **turn off** all heaters and switches
- The hall cannot be let to anyone under 18 unless parents will be responsible and will be on site through-out. We will need a £200 cash deposit for any party for children between the ages of 13 and 18.
- Bouncy castles inside the hall are not covered by the hall insurance. Cover should be sought from the hire company.
- The hirers must not be an inconvenience to local residents - noise should be kept to a minimum after 22.30 and all doors/windows should be shut.
- Music **MUST** finish at 12.00.
- Any damage or breakages must be reported to the hall bookings (Andy Budd – 01579 389328 / hallbookings@south-hill.co.uk

If an event wishes to use the Field, permission must be sought from the Parish Council through the bookings secretary.

**IF EVERYONE DOES THEIR BIT THEN THE NEXT HIRER WILL BE HAPPY!!!!**

Could you please provide for our records

Hirers name:

Hirers address:

Contact number:

Email:

Payment by bank transfer – Lloyds, sort code – 30 95 08 Account- 01368298

Cheque payable to: South Hill Parish Hall