

# Creaton Village Hall

Registered Charity No.209770

## Notes for Hirers and Conditions of Hire

### Bookings and Keys.

Bookings can be made via the CVH Secretary, Mrs. Kate McEwan, 34 The Green, Creaton, Northampton NN6 8ND. (Telephone 01604 505406). Keys may be obtained at the commencement of hire and **MUST** be returned immediately the hall is vacated.

### Housekeeping and Security

Hirers are requested to ensure that the refrigerator is emptied when the letting is over. Regular hirers should please ensure this is done particularly on Fridays. The use of Sellotape, drawing pins or nails to secure items to the walls and fabric of the building is not allowed. Decorations tied to the roof beams should be removed in their entirety after the event. Heavy items must be carried, not dragged, in order to prevent damage to the floor. The controls of the central heating boiler must not be altered.

When leaving the premises please ensure that

- i) The water heater in the kitchen is turned off.
- ii) The central heating thermostat beside the light switches is turned down to the indicated mark.
- iii) All outside doors are securely locked.
- iv) Please leave all areas in a clean and tidy condition.
- v) Rubbish is placed in the large bin outside the front of the hall.
- vi) All lights should be switched off (Hall, kitchen, store room, toilets and emergency exit)

### Damage and Faults

Any damage, breakage or loss of equipment must be paid for by the hirer. A returnable deposit of £150 may be required. The Village Hall Committee endeavours to ensure that the Hall and its facilities are maintained according to all the appropriate requirements. Please let us know if any item has developed a fault.

### Alcohol

It is the hirer's responsibility to obtain the necessary Temporary Entertainments Notice (TEN) from East Northamptonshire Council, Thrapston, if alcohol is to be sold at a cash bar or is to be served and the price incorporated into the ticket price.

### Minimum Age

The Village Hall cannot be hired by anyone under the age of 18 years. A named adult must assume responsibility for fulfilling the conditions of hire and a responsible adult must be in the premises during the event.

### Duration of Hire and Payment

Up to date rates of hire are published on the Village Hall notice board. Bookings must be paid for on the day of hire. Time for preparation and cleaning of the Hall must be included in the number of hours booked at the discretion of the Village Hall Committee.

The Village Hall Committee reserves the right to charge for cancellation if reasonable notice is not given. Organisations who book the room on a regular basis are asked to notify the Secretary as early as possible should they not require the room on a particular date.

### Health and Safety

- i) Any furniture/equipment moved by the hirer must be returned to its original location at the end of the booking.
- ii) Certain equipment is stored in the Village Hall by regular hirers with the agreement of the Village Hall

Committee. This equipment is stored at the risk of the hirers concerned and they must ensure that it is insured against damage and against injury to persons who may use it or move it with or without their permission.

### **Insurance**

The hirer shall indemnify the Village Hall Committee from all claims and costs arising from the use of the Hall and shall take out any necessary insurance.

**Please consider the Hall neighbours, particularly when leaving from an evening booking.** Please do not leave the hall doors open when the central heating is on or when noise may annoy neighbours.

## **IN CASE OF EMERGENCY**

It is the responsibility of all hirers to familiarize themselves with the location of emergency equipment and exits and to ensure that all exits are kept free from obstruction at all times.

### **Emergency exit.**

This is situated beside the kitchen door. The gate at the side of the Hall should remain open and in the evening the outside light should be switched on. The switch is situated on the left of the emergency exit.

### **Fire extinguishers**

- 1) Outside the cloakroom
- 2) In the kitchen

There is also a fire blanket in the kitchen

### **Mains switches**

**Gas.** The gas meter is situated in the cloakroom behind the clock face.

**Electricity.** The main fuse box is located in the cloakroom behind the bookcase on the wall adjacent to the door.

**Water.** The mains stopcock is outside the front gate.

**First aid.** There is a first aid box in the kitchen

## **RATES OF HIRE**

**Children's parties and small fund raisers e.g. coffee mornings £15**

**Evening parties, large fund raisers (Party, dance, quiz) £30**

**Regular users may receive a preferential rate**