

## **YARKHILL VILLAGE HALL** **RENTAL TERMS**

### **WELCOME**

All regular users of the Village Hall will be given the code to the key safe located on the wall to the right of the main door, so that they are able to gain access to the building. Whilst you are using the Hall the key is your responsibility and must not be copied or given to another person. The key must be put back in the safe at the end of the booking. Any replacements required will be charged at £20 per key.

### **BUILDING SECURITY**

Whilst using the Village Hall it is your responsibility to maintain site security. This means having knowledge of who is coming and going. You or a member of your organisation must always be on site.

The Village Hall must be secured on exit, this means closing all windows and doors, having previously checked that there is no one else in the building. Please also ensure that all lights and heaters are switched off on exiting.

### **FIRE SAFETY**

Instructions for action in case of fire can be found on the noticeboard by the main entrance. Please read these instructions carefully before you use the building as these may be subject to change. If the fire alarm sounds **YOU MUST LEAVE THE BUILDING IMMEDIATELY** and ensure everyone with you has safely exited, closing all doors behind you as you leave. In the unlikely event of this occurring, please immediately phone one of the emergency contacts listed below.

### **CAR PARKING**

There is a large car park for use by anyone using the Village Hall, but people do so at their own risk.

Yarkhill Village Hall management committee **will not accept liability** for any accidents, damage or loss incurred.

### **LEAVE THE ROOMS AS YOU FIND THEM**

The Village Hall is run by a small group of volunteers. Please make our job easier by ensuring that all lights in the Main Hall and associated rooms are turned off. Taps, lights and heaters in the toilets must be turned off, as well as the immersion heater, fridge, cooker and boiler in the kitchen. There is a penalty payment of £15 per booking if this is not adhered to.

### **RUBBISH**

A small amount of rubbish is expected and acceptable however if you are generating large amounts of rubbish this must be taken away with you as the council does not collect although there is a recycling bin outside the kitchen door which is emptied regularly. Food waste **MUST NOT** be left in the building.

### **HEATING**

If you require the heating on during your time in the Village Hall, please inform us on booking.

### **IT**

If you would like access to the internet whilst at the Village Hall, please state on your booking form and you will be provided with the relevant password.

### **PUBLIC LIABILITY INSURANCE**

If you are an organisation which is constituted or planning to take payments for attendance, you will be expected to have your own Public Liability Insurance as you are not covered by the hall's. Private individuals booking functions who would not normally be expected to have PLI are covered.

### **PENALTY PAYMENTS - condition of hire**

£15 per hour (or part thereof) will be added to your invoice to cover extra caretaking charges when rooms are left without reasonable care (rubbish, damage etc).

### **EMERGENCY CONTACTS**

If you have trouble accessing the building or need to report a fault or damage to the building, please contact one of the following for assistance:

Wendy Nash - 07985353025   Katie Bott - 07939261640   Sarah Daw - 07929735186