



# SHOTLEY VILLAGE HALL COMMITTEE OF MANAGEMENT

## CONDITIONS OF HIRE

1. No persons under the age of 21 is eligible to hire the hall
2. The person who books the hall is responsible for collection and return of the keys and payment of the hire fee. **Payment is required before the event** or at the time of key collection.
3. For dances, parties, weddings and large functions a **deposit of £50.00** is required against any damage or extra cleaning required. This is in addition to the hiring fee. The deposit will be returned within 72 hours of the function after inspection by the caretaker/committee member.
4. **The hall should be left in a clean and tidy state.** Any chairs or tables used from other rooms should be returned. Please wipe tables, sweep/vacuum floors, mop up any spills, empty rubbish bins and flush the toilets.
5. All clearing away/**cleaning up must be done on the same day** unless otherwise agreed with the bookings secretary (this is subject to availability).
6. **Report any breakages or damage** caused or found to the bookings secretary.
7. **The heating is set for you-** it will automatically come on and go off. Please check the radiators are all left set on the highest setting when you leave- sometimes people turn them down. This results in the next users having a cold hall!!
8. **Switch off all lights-** including the toilet lights. There is an automatic sensor light in the front entrance.
9. **Check all doors are shut and locked.**
10. **No Confetti** type of table decoration/party bombs are to be used, because unfortunately they stain the flooring and result in the necessity of a complete strip and re-polish at considerable cost.

These rules are not intended to deter you from hiring the hall, but to ensure everyone finds it in a reasonable condition for their booking. Quite often rooms are used several times a day by different groups.

Thank you for your cooperation

Gina Watts  
Bookings Secretary