

## **THORPE COMMUNITY HALL : TERMS AND CONDITIONS**

### **COST OF HIRE**

Hourly rate is £10 for private hire and £6 for charities. Please allow time for setting up and cleaning. Payment must be made 2 weeks before hire to Thorpe Youth Assoc. HSBC 40 20 34 a/c 21093339

### **ACCESS**

At least 1 week before your booking please phone Joan Curran 01932 561429 or Elaine Gill 01932 562441 for key collection.

### **EVENING BOOKINGS**

The hall is available for evening bookings, only at the trustee's discretion **and must finish by 10.00pm.**

### **SECURITY ALARM**

Situated on your left as you enter the hall. The alarm will ring as you open the door - drop the flap and punch in the code which is written on the key fob. On leaving enter the code and "Yes". The alarm will sound until you go out.

### **FINISHING TIME / SECURITY/ RETURN OF KEYS**

The hall must be vacated by the finishing time stated on the booking form. On leaving the building, please ensure that all internal doors are closed, exterior windows and doors are locked, lights and heating switched off and the alarm set. Keys must be returned to the key holder immediately, and lost keys must be paid for (cost £15). Out of consideration for the neighbours please leave quietly after your booking, particularly in the late evening. We do not permit use of the hall after 10 pm so all noise must cease by that time, and the premises must be vacated. It would be appreciated if you could ensure that the noise level at the event will not cause a nuisance.

### **GENERAL CARE**

Please look after the hall, clear up any spillages immediately, clean it after use and leave it as you find it. The cleaning equipment is in the cupboard labelled number 4 which is at the back of the hall next to the fire escape. After use, please ensure that this equipment is left by the cupboard doors for easy access. As we do not pay council tax, there is no rubbish collection. **Please ensure you remove all of your rubbish before leaving. Failure to do so will result in losing the ability to hire the hall in the future.**

### **EQUIPMENT**

We have 58 padded chairs, 10 plastic chairs, 10 tables and 8 benches stored in cupboard numbered 2 and 3. Please return to the correct cupboard and use the chair trolley provided. Hall users will be required to pay for all breakages and any damage to the fabric or fitting of the building. Furniture may not be taken into the grounds. Fully fitted kitchen, including tea urn, cooker, fridge, microwave, kettle, plates and mugs.

### **HEATING**

A thermostat is on the wall of the entrance hall left hand side. If you increase the temperature the four heaters will switch on until the set temperature is reached. Please **do not** switch the individual heaters off. Heaters in the toilets are switched on with a pulley – these must be switched off when you leave the hall.

### **FIRE ALARM**

Be aware of the location of the fire exits, and keep them clear at all times. If the fire alarm sounds, evacuate the building immediately – emergency lighting will come on above the fire exit doors.. When satisfied that it is not a false alarm, telephone for the fire brigade and advise the key holder. The fire extinguisher is located in the main lobby and fire blanket in the kitchen. If it is not a real fire, silence the alarm by following the instructions on the wall next to the alarm in the lobby and notify us to re-set the pin number.

### **SMOKING**

The whole building is a "no smoking" area. If you smoke outside, please take your cigarette ends with you in your rubbish.

### **SAFETY**

Use of smoke and foam machines is not allowed – if you activate the alarm you must pay the call out charge. Please ensure that these instructions have been read by the hirer.

### **CAR PARKING**

There is hard standing for some cars inside the gates otherwise please park on the road the same side as the hall.

### **INSURANCE**

The hall is covered by Public Liability Insurance but the hirer shall be liable for any third party claims involving personal injury or property damage where the hirer has been negligent.