

## **Croxton Kerrial Village Hall:**

### **HIRERS' AGREEMENT, GUIDELINES FOR LETTINGS & RATES**

#### **General Information**

##### **First Aid Kit**

This is kept and maintained by the Booking Secretary, Cathy Tate. It is above the Green Cross medical cabinet in the kitchen/small hall. Please notify the Booking Secretary if an item is finished.

##### **Emergency Advice and Contacts**

The GP Surgery is across the road at The Stackyard, Main Street, Croxton Kerrial Tel: 01476 870900

Grantham & District Hospital Tel: 01476 565232 (A&E open until 6pm)

Nearest out of hours A&E is at the Queens Medical Centre, Nottingham (20miles away)

##### **Accident Record/Book**

This is kept in the kitchen/small hall and is the record book in which any injuries/diseases are to be recorded. It is stored on top of the Green Cross medical cabinet. Please also notify the Booking Secretary, with a full written description of the circumstances of any accident within 48 hours.

##### **Fire Muster Station**

Village hall/ School car park (adjacent to the School).

The hirers/organisers of each event must ensure that they are aware of the numbers attending the halls & who is in the building so they can verify if anyone is still inside in the event of a fire.

##### **Damaged or suspicious items**

A list of Committee members who are all keyholders and their contact details are displayed in the village hall window.

The first point of contact for any problems relating to the building should be to a member of the

Caretaking team – Richard Mowbray (07488 390289)/Sharon Coleman (07788 240816)

#### **Rules Relating to the Premises**

##### **1. Access**

Any problems/difficulties experienced by users or hirers with the paths should be immediately reported to the Caretaker, Booking Secretary or a key-holder.

##### **2. Protection against fall**

The railings to the front of the hall are not as high as the current building regulations. Children must be supervised at all times.

##### **3. Electrical Equipment Portable Appliances**

Visitors/hirers are required to notify the Caretaker, Booking Secretary or a key-holder of any malfunction in the equipment provided, but must under no circumstances tamper with equipment.

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#### **4. Heating**

The main form of heating is provided by oil fired central heating and radiators. Supplementary heating in the main hall is from overhead, electric radiant heaters, which can be switched on by the hirer if required. These overhead heaters must be turned off at the end of the let. The heater switches are located in the cupboard at the back of the main hall and are clearly marked.

#### **5. Hot Water**

The hot water is provided from the boiler, the temperature is restricted in the toilets to 43°C but not at the kitchen sink. Please ensure care is taken when using the sink.

#### **6. Chairs**

Stackable chairs are provided for all users, and are kept in the storeroom at the end of the larger hall, please put them away after each let. If assistance is required to move furniture please notify the Caretaker in advance of the let.

Note the blue chairs and yellow tables are the property of the school and are not to be used for general hire.

#### **7. Tidying the halls**

The hirer is responsible for cleaning all crockery and cutlery used, putting it away in the appropriate storage positions, and for sweeping the hall floor after each let.

At the end of each letting period all rubbish must be removed and taken away by the hirer

#### **8. Breakages**

We may require a deposit of £50.00 for new hirers. All breakages must be reported to the Caretaker, Booking Secretary or a key-holder at the end of the hire.

#### **9. Security on leaving the building**

All external doors must be locked at the end of each let.

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**Hire Rates for Hall and Contents**

The capacity of the hall is for 80 people.  
Evening bookings must end at midnight.  
A breakages deposit of £50 may be required.

There is a large hall and a small hall with kitchen

Either hall on its own is available for hire at £5/hour  
Both halls are available for hire at £10/hour (to a maximum of £80 for a day& evening hire).

Election hire £100

**Offsite Equipment and China Hire**

Furniture hire  
Tables Large or Small.....£1.50 each  
Chairs.....£2.50 for 10  
China hire  
Plates/cups/saucers.....£5 for any amount

For taking items out of the Village Hall a breakages deposit of £30 is required. A Committee member must count in and out all items hired and be told of any breakages.

If you wish to hire the Village Hall or hire furniture to take out, please contact the Booking Secretary Cathy Tate [cathy.tate58@gmail.com](mailto:cathy.tate58@gmail.com) with the following information:

Name  
Address  
Email  
Mobile

The date and time you wish to hire the hall/furniture  
Whether you require the small or large hall or both  
Whether you require use of the kitchen

Please confirm you are over 18 years of age, that you take full responsibility and agree to the above rules and that you will pay the booking fee at least 7 days before the hire.