

CKVH: HIRERS' AGREEMENT, GUIDELINES FOR LETTINGS & RATES

General Information

User Guide

A Hall user guide is provided, it is in the top wall unit above the LH oven in the kitchen/the Small Hall, and should be consulted by all hirers for a complete guidance on the village hall committee's policies.

A First Aid Kit

Is kept and maintained by the Bookings Secretary, Hannah Paterson. It is in the top wall unit above the LH oven, hirers should notify the bookings secretary if they finish an item.

Emergency Advice and Contacts

Medical Doctor: Stackyard Surgery (across the road)
The Stackyard, Main Street, Croxton Kerrial Tel: 01476 870900

Hospital: Grantham & District Hospital (A& E) Tel: 01476 565232

Accident Record/Book

Is kept in the kitchen/small hall, this is the record book in which any injuries/diseases are to be recorded. It is in the top wall unit above the LH oven, Please also notify the Bookings Secretary, Hannah Paterson. Hirers must provide a full written description of the circumstances of any accident within 48 hours of the accident occurring.

Fire Muster Station

Village hall/ School car park (adjacent the School).
The Hirers/organisers of each event must ensure that they are aware of the numbers attending the halls & of 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 and contact details are displayed in the village hall window. First point of contact for any problems relating to the building should be the caretaker.

Caretaker: Richard Mowbray, 4 Highfield Crescent, Croxton Kerrial. 01476 879062

A current key-holder list is displayed in the window of the halls.

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. All children must be supervised at all times.

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3. Electrical sockets

All low level sockets are fitted with childproof covers, any hirers/ visitors noticing covers missing should report to the Caretaker, Booking secretary or a key-holder.

4. Electrical Equipment Portable Appliances

Visitors and Hirers are required to notify the Caretaker, Booking secretary or Key-holder of any malfunction in the equipment provided. Under no circumstances are Visitors/Hirers allowed to tamper with equipment.

5. Heating

The main form of heating is provided by oil fired central heating and radiators. Supplementary heating can be used if it is from overhead, electric radiant heaters, these can be switched on by the hirer prior to each let. They need to be manually switched off when the halls become too warm. Please ensure you turn off the heating when you have finished (heater switches are located in the cupboard at the back of the main hall and are clearly marked).

6. Hot Water

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

7. Chairs

Stackable chairs are provided for all users, please put them away after each let in the storeroom. If you require assistance please notify the caretaker in advance and he will move the furniture on your behalf.

8. Tidying the halls

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

At the end of each letting period all rubbish must be removed- taken away by the hirer. Any items for recycling can be left in the green/grey boxes by the back door.

9. Breakages

We will require a bond of £50.00 to be provided 7 days before the hire. You are required to report all breakages to the Caretaker, Booking secretary or key-holders at the end of the hire.

10. Security on leaving the building

Ensure all external doors are locked at the end of each let. Instructions for securing the back door are fixed to the door.

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Hire Rates

These rates are deemed to include for the conditions on pages 1 and 2 of this section of the website

- Evening Booking entire Hall 5 p.m. till 9 p.m. £30 and £10 per additional hour
- All Day and evening entire Hall £75
- All Day Letting entire Hall £40
- General Hire (for Clubs/meetings)
 - Both Rooms £16 (£13 for Village Groups)
 - Small Room only £6 (£5 for Village Groups)
 - Large Room only £12 (£10 for village groups)
- £50.00 breakages deposit

Booking Sec Hannah Paterson 07896 541991
Hannah Paterson <hannahpaterson@btinternet.com>

Deposit Slip for Hiring Rooms.

I confirm that I am over 18 years of age, take full responsibility for the let and agree to the above rules.

I am booking the hall for..... and have the following requirements:

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I enclose 100% of the booking fee for for hiring the 1 / 2 halls (see charges sheet).

I also enclose £50.00 breakages deposit.

Signature.....

Name.....

Address.....

Tel no.....