

# THURLASTON VILLAGE HALL

## TERMS & CONDITIONS FOR HIRE

### RULES FOR HIRING

#### OUR AGREEMENT

By hiring the hall and / or its contents you consent to these terms and conditions and the current Thurlaston village hall charges.

#### PAYMENT

The current Thurlaston village hall charges details are available on request if not already received.

#### ELECTRICAL EQUIPMENT

If you are bringing your own electrical equipment, please check its suitability with the Committee beforehand.

#### NOISE

Whilst music etc. playing is allowed, all noise must cease at no later than 23:00. Only one event per week will be booked that may involve a lot of noise.

#### CAR PARKING

Please ask your guests to park thoughtfully, or maybe arrange to have some dropped off and picked up. Church Lane is very narrow and in regular use by the residents.

#### FIRE PRECAUTIONS

Please read the fire precautions on the hall noticeboard and note the Emergency Exits before you allow your guests into the hall. Ensure Emergency Exits are kept clear at all times.

#### NUMBER OF PEOPLE

The maximum number of people permitted in the Hall is 40 people seated or 80 people standing.

#### CHECK LIST ON LEAVING THE HALL

- Is the heating off?
- Is the kitchen clean?
- Is the back door locked? Please close it and use the key on the door to lock it.
- Are the toilets clean and tidy (with toilet rolls in situ)?
- Is the floor clean?
- Are the curtains, tables and chairs as you found them?
- Are all the windows closed?
- Have you disposed of your rubbish? There are wheelie bins to the rear normally.
- Are the lights off?
- Have you locked the outer front door and returned the key?

### THANK YOU FOR HIRING AND LOOKING AFTER OUR HALL