

# EASTON ROYAL VILLAGE HALL

## CONDITIONS OF HIRE

The Village Hall will normally be available for bookings between 9am and midnight.

The Hirer, on collection of the hall keys, assumes responsibility for the security and safety of the hall and its contents and for locking the hall and returning the keys to the Letting Agent.

The Hirer is responsible for setting out furniture as required and for returning it to its correct storage positions. After the event, please sweep all floors and leave the hall and kitchen in a clean condition for the next user. It would be appreciated if all rubbish and recycling is removed and disposed of.

Please wash and dry all glasses, crockery and cutlery and return to the cupboards. Please clean the cooker and microwave oven, if used. The dishwasher should be drained and cleaned (see instructions). Please leave the work surfaces, kitchen sinks, drainers and floors in a clean condition.

The Hirer undertakes responsibility for not creating any nuisance to surrounding residents through excessive noise, playing of loud music outside the hall, inconsiderate parking of vehicles or in any other way. With the exception of the parking area, please do not drive vehicles across the Recreation Ground.

### Facilities:

- Main Hall: Fire Regulations limit the number of persons as follows:  
Functions using tables and chairs - 75 maximum.  
Other functions – 120 maximum. Disabled access by ramp
- Kitchen: Cooker, microwave oven, fridge/freezer, catering dishwasher, worktop areas, double sink and drainers, tea urn, kettle, crockery, cutlery and glassware.
- Toilets: Two unisex WCs, one with disabled access, both with washbasins, heaters, hot and cold water.
- Parking: Parking is allowed on the parking area adjacent to the hall, ground conditions permitting.
- Fire: Please note the position of Fire Extinguishers and Fire Exits.

**PLEASE NOTE THAT SMOKING IS PROHIBITED IN THE VILLAGE HALL**

## END OF SESSION CHECKLIST

1. Check that heaters and cookers are turned off. Dishwasher drained and switched off.
2. Check that appropriate electrical appliances are turned off and unplugged.
3. Please ensure that in winter months the water is drained down and turned off at the main stop cock situated in the Ladies Toilet.
4. Please turn out all lights not required for security purposes.
5. Please close all internal doors.
6. Please secure all outside doors and windows. Thank you.

Telephone numbers: Letting Agent – Jane Lightfoot      01672 810878  
                                         Chairman – Cedric Hollinsworth      01672 811984