**Hutton Buscel Village Hall**

**General Conditions of Use**

Our Village Hall is here for the benefit of all who live in Hutton Buscel and the surrounding area.

Listed below are the conditions of your booking. These ensure that booking and use of the Village Hall runs as smoothly as possible.

1. All bookings should be made with the holder(s) of the diary which is currently:

Janet Crossley, Tel 01723 864285 or email - j2crossley@btinternet.com

1. The Hirer should pay a deposit for hire of equipment where requested, and pay for the hire of the hall on the day of hire.
2. If the Hirer wishes to cancel the booking, 2 weeks notice is required in writing, if less than 2 weeks notice is given the full balance will become due.
3. The Hirer shall, during the period of hiring the Village Hall, be responsible for the village hall, protection of fabric and contents from damage, however slight, or changes of any sort, also the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction, especially to local residents.
4. The Hirer shall be responsible for arranging to insure against third party claims that may lie against them and/or their organisation whilst using the Village Hall.
5. The Village Hall reserves the right to cancel a booking or move it to another date should this become necessary. The Hirer will be given as much notice as possible of such changes. In cases of cancellation, any deposit or hire charge paid would normally be refunded.
6. The Hirer should ensure that when the village hall is booked the correct timings are given, allowing for setting up and clearing away.
7. The Hirer will be expected to leave the village hall promptly, so that the next user, where applicable, may start their activities.
8. The Village Hall will endeavour to ensure that all areas are clean and tidy. We expect the Hirer to leave the village hall clean and tidy as it has been found and that all rubbish has been cleared away. Brooms and mops are in the kitchen area. If tables and chairs have been used please ensure that they are returned to the shed in a clean condition. Please ensure that all crockery etc from the kitchen has been washed and put away, that the cooker has been turned off, and that no food stuffs are left in the kitchen.
9. The Hirer should please note that the Village Hall is “no smoking” throughout and they should ensure that all the users are aware of this and adhere to it.
10. Please show consideration for the residents near the Village Hall. We would ask you to keep noise to a minimum outside the Hall when arriving and leaving, particularly at night.
11. If it is your intention to serve alcohol at the event it is your responsibility to obtain an appropriate licence (Temporary Events Notice) from Scarborough Borough Council.
12. On no account must any of the playschool equipment be used by the hirer, or persons using the village hall.
13. Please take your rubbish home with you.

Booking Details for the hire of Hutton Buscel Village Hall

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| --- | --- |
| Name, Address and Phone No.  |   |
| Date: |  |
| Session times:(morning, afternoon or evening) |  |
| Cost per session |  |
| Equipment hire |  |
| Deposit |  |
| Signature: |  |

Please note: You are signing to confirm that you have read and will adhere to the conditions of booking above. Please ensure this form is returned by email or post (address above) as soon as possible. Please ensure your ADDRESS and PHONE NO. are correct.