

## **Rules for Hirers of Gaydon Village Hall 11.03.24**

**No Smoking** No smoking inside the hall.

**Decoration** Please use the hooks and bamboo rails to hang balloons, banners etc.  
A step-ladder is provided; please use it according to the instructions attached to it.  
Do not damage the hall paintwork by pinning or sticking things to the walls:  
No staples or drawing pins, blutack or sellotape etc.

**Clearing up** Hirers are to sweep the hall and clean up any spillages.  
Bolt the front doors.  
Turn off all lights and leave via the Kitchen Door, locking the snib.

**Cleaning equipment**  
A bucket and mop, cloths etc. are available for clearing up spillages. Please use the rubber gloves provided if cleaning products are used.

**Rubbish** All rubbish is to be taken away by hirer.

**Noise** It is a condition of the hall licence that music should not be played after 11.30pm.  
Parties should not spill out onto the street and disturb residents.  
Band practices on Sunday-Thursday evenings must not use amplifiers after 9pm and doors and windows must be kept shut.

**Supervision** Parties for under 18s must have at least 2 responsible adults in charge.

**Drink** No alcohol is to be sold without a licence. Bars must close at 11pm.  
The Bookings Manager must be told if drink is to be sold at a bar in the hall.

**Hours** 10am to midnight (1.00am New Year's Day).

**Numbers** Maximum people standing: 110; maximum seated: 80.

**Heating** Hirers should be aware that when the weather is extra cold the hall will not reach a comfortable temperature. If this is a concern, you should not hire the hall.

**Vehicles** There is no parking provision.  
The drive beside the village hall is for private access to the Cottage and must NOT be used by hirers except for delivery of supplies.

**Nuisance to Tenant of Cottage**  
Please be considerate of the tenants of the Village Hall Cottage.  
Do not block the drive or go beyond the kitchen door into the private property.  
Do not make a noise outside the kitchen door.

**Furniture** Please take care with the village hall furniture. Do not lift heavy stacks of chairs.  
Two people should lift a table.

**Electricity** Electric fuse boxes are on front wall opposite rear exit and electricity should be turned off in an emergency. Please report any faulty electrical equipment to the Bookings Manager and do not use it. Safety plugs are provided for electric sockets.

**Fire** There are fire extinguishers and clearly marked fire exits.  
Please do not use any sort of candles that have naked flames, with the exception of birthday cake candles.

**Payment of deposit** Advance deposit for hiring of hall is £25; plus £25 optional use of key.

