

Glendaruel Village Hall User agreement:

The Hirer agrees to undertake the following conditions;

1. Access is provided via a key kept in a coded box.
2. Key **MUST** be returned to the coded box after hire:
3. Hall is maintained as a clean presentable space: All Hirers are expected to return the hall to this clean presentable condition after use
4. All equipment must be returned to storage areas
5. Surfaces and floors cleaned with materials provided
6. Floors swept.
7. Kitchen and toilet floors washed after parties
8. Toilets flushed
9. Sinks and ceramics wiped down
10. Kitchen crockery/utensils washed in the dishwasher
11. Fridges left clean, turned off with doors left open
12. Gas Cooker turned off (at source)
13. Windows closed and lights turned off
14. Heating turned off

Heating

Via a wall mounted system and is quick to heat up: Remotes are mounted on the wall under each unit. Simply click on (or off) and adjust the temperature accordingly. If the space gets too warm, please turn the heating down or off.

Bins & Recycling:

Please take your rubbish away with you:

Due to the nature of rubbish collection, we do not currently have facilities to dispose or recycle user waste

Additional charges:

Lost key will be charged at £15.00

Additional clean will be charged: Subject to cleaning hours required:

Smoking is not allowed anywhere on the premises and the HIRER shall ensure compliance with this rule.

Risk Assessment:

The Hirer is responsible for their own event/activity appropriate Risk Assessment, this includes COVID-19.

COVID

We cannot undertake to clean the hall between users, therefore it is each Hirers responsibility to wipe down door handles, taps, light switches and other contact point on entrance and upon exiting the hall.

Sanitizer is at all door points.

Please ensure that you and your users adhere to current Government guidelines. This is your responsibility to do so.

Maintain these rules:

- a) Social distancing
- b) Mask wearing when walking about the space
- c) Sanitizing
- d) Keep the space well ventilated during your hire.

Fire Regulations

1. In case of fire or suspected fire, first evacuate the building.
2. User must read Fire notices and know locations of fire doors, exit routes, fire extinguishers. Fire Call point is at the front of the building
3. Except when in use, all fire doors must be kept closed
4. All exit routes (must always be kept clear of obstructions, trip hazards and slip hazards and be accessible to wheelchairs.
5. Cables should normally not be laid on floor but if there is no alternative, they must be properly covered with cable covers and must never cross escape routes
6. No combustible waste material must be left outside against the walls of the Hall.
7. All electrical equipment brought in by Users must have a current Portable Appliance Test (PAT) sticker.

In the Event of an Emergency

In the event of an emergency please telephone:

Sadie Dixon-Spain 07776066886

Kate McEwen 07788247089

Annie Craig 07776135949

999 (112 for mobiles) for police/ambulance/fire Service

111 for non-emergency situations

The HIRER shall note the location of fire-fighting equipment and comply with all fire precautions and evacuation procedures as per the "In Event of Fire" notices posted on the Hall notice board.

Confirmation of your booking and returning of your signed booking form is acceptance of the stated terms and condition of hire: