



# Castlethorpe Village Hall

## Terms and conditions of hire

### PLEASE RETAIN FOR YOUR RECORDS

- **The hall, toilets and kitchen** should be left in a clean condition at the end of the hire. All floors should be swept and if necessary, washed. The counter tops, cooker and sink must be washed down after use.
- **Rubbish must be bagged up and taken home for disposal.** It is **not** to be left in the lobby or outside the hall.
- **Wet wipes**, disposable nappies and sanitary products are **NOT** to be flushed down toilets and must be taken home by hirers for disposal.
- **Tables** should be neatly stacked in the storeroom with their fronts facing each other. **Chairs** should be put back on the racks with the **green side facing outwards** for balance.
- **No** equipment is to be left out in the hall other than that agreed by the committee.
- **Misuse or damage** of any equipment will result in a charge being made.
- The school PE mats & equipment and the pool table are **not for use** by other hirers.
- The hirer is responsible for the behaviour of those using the hall and is asked to ensure that as little disturbance as possible is caused to the people living near the hall.
- **Keep fire exits clear at all times**
- **Keys** must be returned as soon as possible to the booking clerk at the end of your event unless otherwise agreed with the booking clerk. Failure to do so may result in extra charges being applied.
- **All breakages** must be reported to the Booking Clerk as soon as possible.
- **The hirer is expected to check the condition of the hall at the beginning and end of the hire session and will be held responsible for any damage caused or cleaning which is required. An additional charge to cover the cost may be levied by the Parish Council to rectify this.**

## Hire and cancellation

**Hire rate: £25 per hour**

**HIRE RATES ARE SUBJECT TO A VILLAGE RESIDENT DISCOUNT**

All events must be finished by 11pm Sunday to Thursday and 11.45pm Friday and Saturday  
**Cleaner hire rate £12.50 per hour** – let the Booking Manager know if you wish to hire a cleaner

Please note that you are responsible for taking all rubbish home and also for cleaning and tidying the hall yourself if you have not booked a cleaner, as stipulated in the Terms and Conditions.  
A further fee may be charged if this is not done or if any damage has been caused.

## Cancellation charge

<b>60 days</b> or more before event:	Full refund
<b>59-30 days</b> before event:	50% refund
<b>29-15 days</b> before event:	25% refund
<b>14 days or less</b> before event:	No refund

**THINKING OF STARTING A GROUP ? NEED A PLACE TO MEET ?**

Ask the Booking Manager for the special rates for regular use