

**COMMUNITY AND LEISURE ACTIVITIES
HELD IN THE HALL:**

Over 50s Exercise Class	Monday	09.15 – 10.15 a.m.
Taekwondo	Monday	6.00 – 8.00 p.m.
Outreach P.O.	Wednesday	9.00 a.m. - noon
Coffee Morning	Wednesday (third of month only)	10.30 – 11.45 a.m.
Parish Council Meetings	Wednesday (third of month)	7.30 – 9.30 p.m.
Indoor Bowls	Wednesday (October to March only)	2.00 – 4.00 p.m.
Step Classes	Friday	9.15 – 10.00 a.m.

Further information on these events and on hall availability can be obtained from Peter Harrison Tel. 01427 890848

CAR PARKING: Please note that all vehicles and trailers are parked at the owners' risk. The Village Hall Management Committee does not accept any responsibility for any damage that may occur.

POSTCODE: For visitors who are not familiar with the area and might need to use satnav to find the hall, the Village Hall stands on the A161, Stockwith Road; its postcode is DN10 4JE.

Welcome to

WALKERINGHAM VILLAGE HALL & PLAYING FIELD



TERMS AND CONDITIONS OF HIRE

BEFORE YOUR FUNCTION

- Arrange with the booking secretary the times you wish the heating to be on and off.
- Familiarise yourself with emergency procedures by reading the fire notices. Identify the location of emergency exits, fire extinguishers and the fire blanket.
- Unlock all fire exits (front doors, and kitchen side door).
- Check that the other two push bar doors (side of hall near stage and Committee Room) are not obstructed.
- For an evening function, turn on the lights in the car park, over the front door and in the porch. The switch is just inside the main outer door. An orange light over the Committee Room door indicates when the outside lights are on. When the lights are switched off, the orange light goes out, but the outside lights remain on for a further few minutes.
- Tables and chairs for your use are available in the storeroom off the main hall. ***Please note that items in the storeroom off the Committee Room belong to the Village Hall Committee and are not for general use.***

AFTER YOUR FUNCTION

- Return tables to the trolley and chairs to the storeroom, ensuring they are safely stacked in piles of no more than six.
- Leave all rooms, including toilets, clean and tidy, wiping any scuff marks off walls where possible. A charge may be made for extra cleaning. Cleaning equipment can be found behind the door of the storeroom off the Main Hall.
- Collect all rubbish, including bottles, boxes and any litter, from inside and outside the building, and take it away with you. Glass bottles can be recycled using the bins on the Fox and Hounds car park.
- Any left property will be retained for collection for three months and then disposed of if not collected.
- Please use the booklet on the notice board in the kitchen to inform us of anything that is broken or giving problems. Helpful suggestions to improve the service and facilities offered would also be appreciated.
- Ensure all lights, including the external security lights, are switched off, taps are turned off, and doors are locked prior to leaving.
- Return the key to the Booking Secretary: Mr. Peter Harrison, 1 The Beeches, Station Road, Walkeringham or drop it into the post box by the main door of the hall.

WALKERINGHAM VILLAGE HALL CHARGES

- Hall with stage, plus kitchen and full facilities £17.50 per hour
 - Concession for regular users of the hall £12.50 per hour
 - Children's parties (age 11 and under) £12.50 per hour
 - Committee Room only £ 5.00 per hour
 - Field only Terms negotiable
 - Provision of a bar and possibly food Terms negotiable
- **The rate is charged per hour. Charges relate to preparation time, the hours that the function is actually in progress, and cleaning up time afterwards.**
 - **A deposit, consisting of the first hour's hire charge plus a bond of £25 for a children's party and £50 for an adult function, is payable at the time of booking. For continuous use over a period, a bond of £50 is required. The bond will be returned if the hall is left in good condition.**
 - The balance should be paid on collection of the key.
 - Cheques should be made payable to 'Walkeringham Village Hall'.
 - At least four weeks' notice should be given for the cancellation of a booking, or the deposit will be retained.
 - Regular users should inform the booking secretary if a session is not going ahead: - 48hrs in advance. If less, cancellation fees will apply dependant on notice given.

COLLECTION OF THE KEY

On key collection from the booking secretary, the hirer will agree to:

- Assume responsibility for the security of the building and responsibility for health and safety inside and around the building.
- Any incident resulting in injury should be noted in the Accident Book, which is kept in the First Aid box on the wall on the left-hand side, near the stage.
- Ensure that anti-social behaviour is prevented, and everyone acts responsibly and courteously to Village Hall neighbours.
- Ensure all breakages/damage are reported to the booking secretary or the caretaker, as replacement/repair costs may be charged to the hirer.
- Use heating, lighting, and water economically to help keep costs to a minimum.
- Ensure no equipment, crockery, cooking utensils etc. are removed from the premises without permission. Used tea towels, dish cloths and tablecloths should be left in the laundry bin provided.
- Ensure nobody is allowed to smoke within the hall as it is against the law.
- Ensure children are supervised at all times. Ball games are not allowed in the hall.