

Tubbs Hall Conditions of Hire

As approved by the Management Committee, and as detailed on our website www.tubbshall.org.uk

Hall email info@tubbshall.org.uk

Queries to our Booking Clerk, Frank Cannon 01962 885288

1. **The hall is available for hire until 10pm.** It must only be used for the purpose stated on the application form and for the period agreed prior to the use of the hall, rates as on our website.
2. **FIRE:** Instructions in case of fire must be explained to users of the hall at the start of each session. The organiser of the event/session is responsible for the issue and carrying out of the instructions. Cards are available in the hall and should be read out clearly.
3. **PAYMENT** must be made in advance for single bookings. You will receive the door codes when we have received payment. You can send money online- please enquire for details or please make cheques payable to Tubbs Hall Community Building Management Committee.
4. **DEPOSIT:** For some events, a deposit may be required. In this case, we ask for a second cheque which can be returned or destroyed as preferred.
5. **EQUIPMENT:** The hire of Tubbs Hall includes the use of the toilets, kitchen and equipment and crockery. Please check there is sufficient for your needs on the day (if not, we may be able to supply on request.). For safety and hygiene reasons, please bring your own dishcloths, tea towels and sharp knives, which are not available in the hall.
6. **HEATING:** The timer on the heating system is controlled automatically for your booking and should not be altered. But you can alter the temperature using the thermostat on the wall by the light switches. Please ensure that, if you do turn down the heating, you return the thermostat to 20 as you leave: a red light will remind you to do this. If extra heating is required, turn on the fan heaters (switch adjacent to the radiators) but please remember to switch them off before you leave.
7. **AIR CONDITIONING.** If the hall becomes too hot, there are 'positive ventilation' ceiling extractor fans which are operated from a panel on the RHS of the serving hatch in the kitchen. Please turn these off as you leave.
8. **DECORATION:** To preserve the state of decoration, please only use blu-tack or similar to attach items to walls etc. Please do not use sellotape or drawing pins.
9. The **FLOOR** is cleaned regularly. Please sweep after your event to ensure it is dust free for other users that day, and please report to the bookings clerk or Chairman if there are any problems. Please do not use any preparation which would alter the finish of the floor.
10. **AT THE END OF YOUR HIRE,** please ensure the premises are clean, tidy and secure. Please ensure all lights are switched off and heating settings restored.
11. All property and refuse to be removed off site after the hire period.
12. **DAMAGE:** Should any damage to the rooms hired, the building, its contents or equipment occur, please contact the caretaker, the bookings clerk or the Chairman without delay. (details on the notice board and footnote of these conditions)
13. **Hirers are reminded that they are responsible for any accident or injury** arising out of the activity for which you have booked the premises. It is the responsibility of the hirer to ensure the premises are safe for the purpose for which they intend to use them and must be acquainted with the emergency evacuation procedure, the first aid box and fire extinguishers. Hirers are reminded that appropriate insurance and licences may be required, details of these should be discussed when booking.
14. **ACCIDENTS:** Hirers are required to enter any accidents in the book (kept in the cupboard to the RHS of the serving hatch) The hirer should also inform the Chairman, Mrs J Porter immediately.
15. **SMOKING** is prohibited throughout the whole building.
16. **TELEPHONE** There is no telephone- the nearest public call box is 100m north outside Springvale PO.
17. **SECURITY CODES** You will be notified of the door entry codes just before your booking takes place. Please treat these codes like a pin number and do not reveal the numbers to anyone else.
18. Use of the hall by the hirer will be deemed as acceptance of these conditions.