

Conditions of hire and general information.

Bookings and enquiries: Dave Kelly dfkelly@onetel.com

Key collection/return: 32 New Road, Overy Staithe (100 metres up from Village Hall)

Cost: £50 per whole day, £15 per morning/afternoon/evening session (for special occasions, e.g. weddings, please enquire). An additional charge will be made for the replacement or repair of breakages and any additional cleaning that may be required after your hire period.

Fire: You are responsible for the Fire Precautions during your use of the hall. Make sure the double doors leading on to the playground at the back of the hall **are unbolted** whilst the hall is in use. Fire extinguishers are located in both halls & the kitchen.

Music: Can be relayed via speakers in both halls. Music must not be played after 11.30pm and external doors to the hall must be kept closed.

IT: The hall has a hearing loop (switched on in the kitchen) and internet access via bov2014.

Heating & Lighting: Switches for the main hall lights are in the kitchen to the left of the door into the main hall. Switches for the small hall lights are in the NE corner of that room. The switch for the lights in the toilets is in the toilet lobby.

Water: The mains water tap (yellow) is in the kitchen under the sink. The hot water heater switch is above the work surface to the right of the sink.

Food handling: The equipment provided is used by you at your own risk, i.e. you take responsibility for food hygiene. Please thoroughly clean work surfaces, plates, cutlery, etc. after use. There is a cooker (food heating only), fridge and dishwasher.

Furniture: Please arrange the chairs and tables as you wish but leave them as you find them. Please stack the chairs together in groups of 10 in the store cupboard.

Cutlery, china, tea towels: Please clean thoroughly after use and return to the correct cupboard. Please bring your own tea towels, hand towels, dish cloths etc.

Car Parking: By prior arrangement for special occasions in the summer cars may be parked in a designated area on the playing field opposite the village hall. Hirers **MUST** stake off the designated part of the field and supervise cars entering and leaving the field. Cars must not be left on the field over night and the gate must be locked after use. Stakes and rope are in the storage cupboard in the village hall.

Leaving: Please ensure that all electrical appliances are switched off. Turn off the water and flush all the loos. Close all internal doors (fire precaution). Lock the main door and return the keys immediately (through the letterbox of 32 New Road). Please remove all your refuse from the premises as there is no bin collection. If being used in the winter there is a delay switch to the outside entrance light. Use the push switch to turn it on for 3 minutes while you exit. Please keep noise to a minimum if leaving the hall in the evening so as not to disturb our neighbours. The hall must be vacated at the latest by 12 midnight.