

## **-Templeton Community Council – Hall hire charges and hirers’ information**

Both single rooms for hire are charged the same rates – see the table below. The hire charge for the combined rooms is also given below:

	1 room	Both rooms	notes
1 hour	£14.00	£20.00	
Up to 2 hours	£25.00	£40.00	
Up to 4 hours	£40.00	£60.00	Good for parties
<i>Additional rate per hour above this</i>	<i>£10.00</i>	<i>£10.00</i>	
Full day (e.g. 9am-5pm)	£75.00	£100.00	

Extras:

Kitchen – if only warming food - £10

Kitchen – if cooking - £25

External marquee – please discuss prior to booking.

Bar provision – please discuss prior to booking.

The use of a microwave and kettle is included in the room hire charge.

### **For all hirers:**

Should there be any additional cleaning, damage or repairs required to the provided fixtures and fittings or equipment, this will be fully charged to the hirer concerned.

Payment for one-off or multiple single bookings should be in advance or on the day/when the key/fob is collected or the hirer is met at the Hall. Payment for agreed regular bookings such as classes are normally payable monthly in advance or in arrears by specific arrangement. Delay in payment may result in any future bookings being cancelled.

Any booking cancelled with less than 48 hours’ notice will be charged for fully unless there are exceptional circumstances, which must be agreed at the time of cancellation.

Please book the Hall for the time you require it, including setting up and clearing up time. We may allow 10 minutes leeway but cannot grant more than that without affecting other users.

### **All hirers:**

Please note that the Hall is newly decorated. Therefore nothing should be stuck to the walls – no bluetack, whitetac, sellotape or anything else should be used, please.

If you are provided with a key to open the relevant door and a fob for the alarm you are responsible for it – it is non-transferable without prior agreement with the Hall Secretary. You are responsible for opening and closing the building, and leaving it secure after your hire. Please make sure you have cleaned the used spaces, cleared up all the rubbish and waste and bagged to take away with you, shut any doors or windows that have been opened, reset the alarm and turned off the heating, and locked the doors.

Some lights are motion triggered, others are managed by switches. Please ensure that you switch off all lights that have been put on by you or your group before you leave.

The kitchen and utility room should be left clean and tidy, with any spills cleared up, surfaces wiped - basic cleaning materials are provided for this purpose. We provide bins for temporary storage of your waste, but you are responsible for taking all waste home with you and recycling it or disposing of it correctly.

Crockery and cutlery and various dishes are provided for you. Please wash up any that have been used and return them clean and dry to the cupboard drawer from which it came. Please note that all damages or losses must be paid for. We do provide tea towels - if you can return them to the Hall clean and dry that would be appreciated.

Food should not be left in the fridge after your session unless this has been previously agreed with us.

We are unable to provide storage space for groups or hirers unless it is very short-term e.g. the day before an event. Please do not attempt to store your property in any of the cupboards, or re-arrange cupboard contents.

Any furniture that is moved should be returned to the original location, including if that was in the store room, at the end of your session.

Brooms and dustpan and brushes are provided for you. Please ensure that you leave any room that you use clean and tidy at the end of your session.

Please note that no nappies or other sanitary waste should be flushed down the toilets – it must be taken away with you.

The heating is thermostatically controlled, and should not need any intervention by any group. Please do not fiddle with any switches or dials, but let us know if there is an issue and we will investigate it.

For obvious health and safety reasons furniture should not be climbed upon, and all equipment should only be used for the purposes for which it was designed. Any abuse of this could invalidate both our and your insurance. Therefore, it is likely to result in additional

charges to you for any repair or replacement, and also potentially a ban on your future use of the Hall.