

BISHOPS NYMPTON PARISH HALL

Booking Terms and Conditions – it is VERY important these are read before agreeing and signing.

BOND

A bond (cash or cheque) is to be paid to Bishops Nympton Parish Hall and enclosed with the booking form; for a wedding booking a minimum deposit of 20% is also required. All other functions require payment in full upon booking. A £200 bond applies to the following function/hire types only; Weddings, Parties and Fundraising dinners/dances or discos. A bond of £50 is required for other private functions, please discuss upon booking if clarification is required. The Bond will be banked and returned to the hirer after the function. **If any fixtures or fittings in the Hall are damaged or removed, or any of the following conditions are breached, the Hall Committee have the right to retain part of or all of the Bond to cover the cost of replacement items or repairs. Should any damage exceed the amount of the Bond then further monies will be charged to the Hirer.** By reading these Terms and Conditions, you, the Hirer, are agreeing to this. The bond is repayable within 14 days after checks have been made. ALL BREAKAGES MUST BE REPORTED.

MUSIC/ENTERTAINMENT **Windows and external doors MUST be closed at 11pm and the music TURNED DOWN to a reasonable level.** The hirer should nominate a responsible person to ensure this happens. This is in consideration of the local residents and the 1996 Noise Act. Spot checks will be carried out *****Breaches of this rule will result in the Bond being withheld***.**

BAR Please see booking form for details or speak to the Booking Secretary.

ACCESS **The Hall key can be collected from the shop next door during opening hours.** Please ensure that you are aware of the opening hours of the shop; collecting the key is your responsibility and must be signed for on collection. There is a key box on the left hand side of the main door for its return. Other keys are in the key cupboard next to the sink & must be kept there at all times.

Shop Opening Hours: Mon – Fri 8.30am – 12.30pm & 2.30pm – 5pm, Sat 8.30am – 12.30pm & Sun 9am – 11am.

DOORS Please ensure that the back doors are unlocked during functions as it is a fire exit. Check that external doors and windows are closed and locked before leaving the hall. Any internal door that displays the sign “Fire Door” must be closed at the end of a hire.

HEATING **Do not touch the thermostats!** The heating is pre-set and time-controlled; altering the thermostat won't make any difference to the temperature in the short-term. Fans are available if needed.

LIGHTS Please note: the main hall lights are energy-efficient; consequently if you turn them on, then off, they won't turn on again for some time (up to half an hour).

CAR PARK LIGHTS The switch for these lights is in the bar area, under the electric box. It is marked Car Park light switch. Turn on when you arrive and off when you leave – there is a 20 minute timer to allow time for you to get in your car.

WIFI Code This can be found marked up in the Kitchen on the cupboard door.

HOT WATER BOILER The switch for the water heater is situated to the left of the small hatch. Allow 10-15 minutes for the water to heat. **It must be switched off before leaving.**

BISHOPS NYMPTON PARISH HALL

COOKERS Clean thoroughly after use. BE SURE TO SWITCH OFF THE POWER ON THE WALL TO THE RIGHT OF THE COOKERS. Please use the extractor fans when cooking. Dirty cookers will result in the bond being withheld.

DISHWASHER Please follow printed instructions **TO THE LETTER**. Plates and dishes must be rinsed off before placing in the washer. If you intend to use the dishwasher, turn the power on at the start of the function (orange wall switch behind the washer), as it takes a while to heat up.

FURNITURE Leave 24 chairs stacked in 8s and 2 tables in the Dennis Gunn Room and 50 chairs in the Main Hall. No tables to be left in main hall. The chairs must be left singly around the edge of the room. Take care not to scratch the floor when putting any furniture away.

DECORATING THE HALL There are hooks on all the main beams for decorations. NO additional hooks, screws, nails drawing pins or blue tack are to be used by the Hirer. Any damage caused by the Hirer's own fixings will be charged.

STORAGE AREA is used principally for Parish Hall equipment. Groups storing their own equipment are asked to confine themselves to as small an area as possible and must be kept tidy. This private property should **not** be used by other hirers of the premises; we would ask hirers to respect this request. All property not belonging to the Hall is left entirely at the groups own risk.

STAGING can be available but this must be discussed with the Booking Secretary. If used it must be returned to the store at the end of the event, this is the responsibility of the hirer, not the caretaker.

LINEN Use your own linen if possible. Tea Towels are NOT provided. Table cloths are available on request, but must be laundered & returned ASAP or there will be a charge of £5 per cloth if laundered by us - please ask Bookings Secretary for details.

CLEANING AFTER EVENT *It is the Hirer's responsibility to ensure all areas of the hall are clean and tidy after use, all floors must be cleaned & hoovered; including the kitchen & toilet floors. Ensure toilets are flushed. The outside grounds should also be left tidy with cigarette butts, glasses etc. picked up. Any rubbish should be sorted and placed in the correct recycling bins found at the rear of the hall. Extra cleaning will be charged for.*

CLEANING MATERIALS Brooms etc can be found in the cleaner's store room (the door between the Ladies and Gents toilets). Also spare toilet rolls, hand towels and soap are stored there. If you need to wash the wooden floor please use the **Treatex** solution provided in the store cupboard, and carefully follow the instructions given. PLEASE DO NO USE FLASH, this will cause damage. Be aware that with drink spillage the floor may need more than one clean.

ADDITIONAL CARETAKER SERVICES Extra services are available via a private contract with Nick Prior. For more information contact the Booking Secretary who will discuss this with you at the time of booking; or to contact Nick direct on 07896461226 or 01769 550100. Please note there is an expectation that all toilets are left in a reasonable condition and as much is picked up as possible before he starts.

FIREWORKS Fireworks and Chinese lanterns are not permitted anywhere on Hall property.

SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING – Anyone wishing to smoke should do so outside at the back of the building using containers for cigarette butts.

BISHOPS NYMPTON PARISH HALL

PARKING Please do not park in front of the Hall, on the grass or in the RESIDENTS ONLY parking. Your Bond will be lost if the lawn is damaged. Cars must not be parked in front of the hall during a function.

FOR ANY SPECIAL REQUIREMENTS Please contact the Booking Secretary.

WHAT YOU NEED TO DO NOW

If you agree to be bound by these Booking Terms and Conditions, please **print off a copy for your information; then return this page, the signed booking form, bond and full payment, except for weddings, to the address on the bottom of the form.** If you are unable to print, please ask for a copy at the time of booking. **It is you as the hirers' responsibility to ensure that all these conditions are adhered to.**

Thank you for booking Bishops Nympton Parish Hall.

I agree to the Bishops Nympton Parish Hall Booking Terms and Conditions and agree to be bound by them. I will also ensure that full and final payment is made 14 days before the event.

Signed

Name

Date