

Chelwood Village Hall – Conditions of Hire

1. The Hirer will at all times during the period of the hire, be responsible for the supervision of the premises, the contents, and their protection from damage however slight.
2. The Hirer will indemnify the Village Hall Committee for the cost of repair of any damage done to any part of the interior or exterior of the property and its surrounds, or the contents of the buildings, which occur as a result of the hire.
3. The Hirer will refrain from:
 - (a) Using any chalk materials on the floor or any surface
 - (b) Using any form of adhesive on the floor or any surface
4. At the end of the hire, the Hirer will be responsible for:
 - (a) Leaving the premises and surrounds in a clean and tidy condition using the cleaning items/equipment in the hall.

This should include:-

 - washing up and putting away any kitchen items used, and wiping kitchen surfaces.
 - if necessary, sweeping the main floor and kitchen floor
 - if necessary, washing the kitchen floor and the bar area
 - (b) Removing and disposing of all waste.
 - (c) Ensuring that all lights in the building are switched off.
 - (d) Ensuring all windows are closed and exterior doors, including fire exits, are locked unless directed otherwise.

Thank you.