

Terms & Conditions for groups using the Cofton Hackett Village Hall

1. All groups using the hall must have their own public liability insurance; this must be seen to be renewed each year.
2. Hire charges to be paid on receiving invoice
3. The keys are not to be lent or copies made.
4. All groups must mark the calendar on days they use the hall
5. All groups must fill in a booking form each year for their dates to be honoured
6. All dates marked on the booking form, will have to be paid for unless
 - a. There is a sudden emergency
 - b. They have notified us two (2) weeks in advance
 - c. They cannot use the hall because i.e. Elections, maintenance work being carried out or bad weather conditions.
7. The hall must be left clean & tidy with all tables & chairs stacked away.
8. Floor swept
9. Any wet patches (from dog groups) to be cleaned
10. Any deposits on the floor from split drinks or food to be cleaned up.
11. Kitchen to be left clean and tidy, NO washing up to be left.
12. It is the responsibility of the group leaders to check the toilets before and after each section.
 - a. Always bring a toilet roll
 - b. Always take a black bag in case the existing one is full
 - c. Please check toilets have been flushed
13. The emergency doors are not to be used to bring equipment or any other items into the hall.
14. Any additional electrical equipment to be used must be run past us first.

Some groups are not marking the calendar some groups are not using the hall on their booked dates without letting us know. You will be charged all dates you have booked on the form

Terms & Conditions for Private Hirers

1. All private uses must fill in a booking form
2. £30.00 deposit to be paid by cheque or BACS with form
3. The deposit will be returned if application is not successful
4. The deposit does not form part of full payment
5. ***Full*** payment has to be paid 3 weeks before require booked date
6. If hiring bouncy castle or other outside entertainment we require a copy of their public liability insurance
7. If any electrical equipment is used i.e. fairy lights ,sound system not owned by the village hall that causes the fuse to trip you will be charged a call out fee
8. Please take some black bags to take your rubbish away
9. Your deposit will be returned after the hall has been inspected and the hall left clean , tidy and all you rubbish has been taken home with you
10. Any damage or items missing will be deducted from your deposit .If deposit does not cover cost we will take court action
11. All rubbish to be taken away or cost of removal will be deducted from deposit