



A Charitable Incorporated Organisation
Registered Charity No.1192922

Hon. Bookings Secretary: Mrs Christine Davidson
2 The Old Ansford Inn
Higher Ansford
Castle Cary
BA7 7JG
Tel: 01963 548016
Email: christinedavidson@talktalk.net

To the Hirer:

Many thanks for your booking of Caryford Community Hall.

The return of the attached **Hiring Agreement** will confirm your booking. Please check the details carefully, making sure all sections are completed.

The **Standard Conditions of Hire** are attached, and, where necessary, **Special Conditions of Hire** for your particular booking. It is important that not only you, but also anyone to whom you delegate responsibility during the event, reads, understands and acts on these. To help you in this, the “**Do’s and Don’ts**” of using the hall are given in a more digestible form overleaf.

When you have read the documents please sign and date the Hiring Agreement form at Section 11 as the “authorised representative of the hirer” and return it to the Bookings Secretary, Christine Davidson (address above) immediately to make sure of your booking. You are advised to keep a copy of the form.

Do not send back the Conditions of Hire forms – it is important you keep these in order to be able to refer to them before and during your booking.

You will be invoiced for the Hire Fee on or just after the hiring. For some functions a deposit is required **when the booking is made**. The deposit should be paid via BACS into our CAF account; sort code 40-52-40 – account number 00032818. Please use your name and date, month, year of booking (ddmmyy) as the reference. We shall also need your bank details to repay any deposit to you.

If you have any queries about your booking please contact the Bookings Secretary to discuss them.

Using the Hall

- Unless you are a key holder, a hall representative will arrive to open up the Hall for you at the time stated on the form. They will check that the heating is working (if applicable), that everything else is in order, and that items such as staging, glasses, etc are available to you, as booked.

- Unless previously agreed with you, the representative will return to lock up at the time stated on the form, and will expect you to be cleared up and ready to go by that time. If you

finish early please make sure one responsible person stays on the premises until the representative arrives. For security reasons, for any late night booking we would appreciate it if the responsible person could remain with the representative while he/she checks the building and locks up.

- The representative should be able to answer any queries about use of the building, and the notices in the file in the kitchen will tell you how things work etc.
- The Special Conditions of Hire for public entertainments and other large functions and for Under 18 parties are enclosed where necessary, and will help you run your events legally and safely. **Please read them and bring them to the attention of everyone taking responsibility at your event, and in particular the person supervising, if not yourself.**
- **If there is to be alcohol at your event, whether for sale or not, you must read the “Alcohol at your event?” form, and return a signed copy.**

DO’S AND DON’TS!!

WHEN YOU ARRIVE

- Obtain, if necessary, main store and kitchen keys from the foyer key safe using the code supplied to you.
- Read the notices in the file in the kitchen which explain how to use the various items of equipment in the hall.
- Read the fire evacuation notice and make yourself aware of the layout of the hall and fire exit routes as per the plan of the building; both of which are on the noticeboard in the foyer.
- The heating will have been set to come on and off at times to suit your planned event. There should be no need to touch any of the controls throughout your booking.
- Make sure everyone knows that **no smoking** is allowed anywhere in building.
- For large functions with lots of people check the numbers and layout of tables and chairs allowed – there are details on the Foyer notice board.
- **Bring your own tea towels, washing up liquid, rubbish bags and food recycling bin.**
- If your hiring is during hours of darkness, use the Car Park lights (switch by the temporary meeting room door) and remember to turn them off when you leave.

WHEN YOU LEAVE

- If used, return store and kitchen keys to foyer key safe.
- Clear up at the end of your booking **and take all your rubbish home. Make sure you bring enough rubbish bags to do this.**
- Put all furniture and equipment back exactly where you found it.
- Make sure the store is locked and all doors closed.
- Switch off all lights when you leave, **including** the Car Park lights.

- Check all outside doors from outside, shut the Car Park gate and put the padlock back on.
- Report any damage or problems as soon as you can to the Bookings Secretary.

PLEASE DO NOT

- Allow any dogs or other animals into the premises except guide dogs, and then never in the Kitchen.
- Allow anyone to smoke in the building.
- Block any fire exits, or fire extinguishers, with tables, chairs etc.

Make sure all the people helping you at your event are aware of these “do’s and don’ts”. You, as authorised representative, must read the more detailed conditions of hire. If you delegate responsibility at the event itself to another named person, they must be on the premises for the duration of the booking and read the conditions of hire.