

# GREAT SOMERFORD PARISH COUNCIL

## CONDITIONS OF HIRE OF THE COMMUNITY ROOM

All hirers should be aware of the following conditions and are expected to comply:-

### General

1. Bookings must be made with Mrs T Butcher, 8 Dauntsey Road, Great Somerford, SN15 5HT; Telephone 01249 720204.
2. Hiring charges are to be paid to Mrs Butcher before the event unless any special arrangements apply. The payee is "Great Somerford Parish Council". Wherever possible payment should be made by direct bank transfer (not cheque or cash). Account name: Parish Council of Somerford Magna. Sort code: 30-91-99. Account number: 02483453.
3. Keys are to be collected from, and returned to, Mrs. Butcher before and immediately after each hiring.
4. Use of the Community Room must never jeopardise the Security of the School. Persons using the Community Room have no right of access to any part of the school premises. Hirers are responsible for ensuring there is no trespass into the school during their period of hire.
5. The hire of the Community Room does not include the use of the School Grounds.
6. The Community Room, its facilities and equipment must be left in a clean and tidy state after use. Adequate cleaning equipment is available. PLEASE USE IT. Tables should be wiped clean so that they can safely and immediately be used by the next hirer. Paper towels only will be available.
7. Failure to leave the Community Room in a clean and tidy state will render the Hirer liable to a surcharge for cleaning. Persistent offenders may be blocked from making future bookings.
8. Hirers are to ensure the Community Room is not misused or defaced. This includes the notice board and notices. All breakages must be reported and paid for. Damage will be charged at the cost of replacement or repair.
9. All lights and electrical appliances must be switched off before leaving the premises.
10. On leaving, it must be ensured that the internal door leading to the school corridor is locked, all windows are closed and securely fastened, and the outer door is locked. If the school is closed and no one remains on the premises, please lock the school gate.
11. At functions where alcoholic drink is to be sold, a licence must be obtained by the hirer beforehand and this must be available for inspection when the keys are collected.

Chair, Parish Council, 2<sup>nd</sup> March 2022



S. Mansfield