

Advice to Users

Swainby Village Hall is run entirely by volunteers without the benefit of a dedicated caretaker. It is necessary for hirers to follow a few rules summarised from the Hiring Policy.

- All electrical items brought into the premises should be PAT tested and carry a sticker to confirm this
- The Booking Secretary should be informed if it is intended to use high capacity electrical items (above 2 kW)
- Night storage heaters are pre-set to reflect current temperatures and should not be switched on/off or have the setting altered
- Any electrical problems arising during the hire period should be communicated to a member of the committee immediately. Do not touch electrical system or consumer units
- Carefully stack chairs no more than 4 high and no closer to walls than 4 inches, 100 mm
- Ensure emergency exits are clear throughout your visit
- The kitchen should be left in a clean and tidy condition after use
- Damage, or breakages, will have to be paid for and reported to the Bookings Secretary
- If you use cloths or linen, please wash and return to the Hall promptly
- If necessary, sweep and/or wash floors.
- If using the dishwasher, cooker, fridge and/or freezer they should be left in a clean condition
- The stair-lift **must not** be operated by anyone under 18 years of age. Advice on its use will be made available at the time of hiring the hall.
- Close windows, lock back door and security gate
- Ensure all electrical items, (wall heaters, plinth heaters, water heaters, toilet lights, staircase lights, stage lights, stair-lift) are switched off before leaving the premises
- Drop the latch on the front door as you leave

Payments should be made promptly:

Cheques should be made payable to **Swainby Village Hall** and sent to Mrs R Fraser, Moor View, Shepherd Hill, Swainby DL6 3DL, or by BACS transfer to account number **07512945**, sort code **55-61-02** using **name of hirer** as reference

As hirer of Swainby Village Hall I agree to the conditions set out in this document.

I have carried out my own Risk Assessment

Signed:..... Print Name:.....

Date:..... Phone number.....

Hiring Organisation Name.....

Village Hall Representative.....