**Staverton Village Hall**

**Croft Lane, Staverton, Northants NN11 6JE**

**Hiring Conditions**

The signatory/hirer on the booking form is considered to be the designated person and is the individual responsible for complying with the Hire Agreement.

The Village Hall Management Committee reserves the right to monitor hirers and users of the hall to ensure they are compiling with all hiring conditions. We will have the right to close the hall, for example following Government recommendations. If this is necessary, we will do our best to inform you promptly and you will not be charged for hire dates lost due to closure.

**Please pay particular attention to the following conditions:**

Hall hire must be booked in advance, using the booking form, giving at least seven days notice, and is only considered booked once confirmation has been received from the Booking Officer.

All Hirers must read and agree by signature on the booking form the Hiring Agreement and Hiring Conditions.

Cancellations or changes to hire times/dates requested by the Hirer require at least seven days notice otherwise they remain chargeable.

Invoices will be issued by the Booking Officer at the end of each month and are payable within seven days.

Hirers will be invoiced for blocked bookings unless seven days notice has been given to the Booking Officer of any changes to the dates prior to the hire.

The published hire charges apply to all hirers with a 10% discount for block bookings

On vacation the designated person is responsible for:-

* Rubbish bags and recycling are to be placed into the bins outside the hall
* Closing the fire escape doors, the windows and doors.
* Turn off the outside side lights then leave by the front door.