

Subject - Important Notice – New Hall Flooring and Updated User Obligations Dear Hall

User,

We're delighted to share that Broadwas Village Hall has recently had its floor beautifully restored. This upgrade, made possible largely through the Legacy Grant Fund (MHDC), is a wonderful investment in our shared community space — one we hope everyone will enjoy for many years.

To help protect this new flooring, we're asking all hirers and users to work with us by following the care requirements outlined below. These responsibilities have always been part of our Terms and Conditions, but from now on they will be actively enforced to ensure the hall remains in excellent condition for everyone.

Looking After Our Hall Together

We ask all users to take reasonable care during their hire. This includes:

- **Keeping footwear clean, suitable, and non-marking**
- **Outdoor shoes are not permitted for exercise classes or sports activities.** Please change into clean indoor footwear on arrival to protect the floor.
- **Avoiding dirt, grit, stones, and moisture** being brought inside
- **Lifting furniture and equipment** instead of dragging it
- **Cleaning up spills straight away**
- **Reporting any marks, damage, or incidents** to the Caretaker or Management Committee promptly
- **Sweeping and mopping the floor after use** (updated guidance will be displayed in the hall)

Activities and Items That Are Not Allowed

To prevent damage to the new floor, the following are strictly prohibited:

- Stiletto heels or metal-tipped footwear
- Outdoor shoes for exercise classes or sports activities.
- Studded, cleated, or hard-soled footwear that may dent or mark the surface
- Skateboards, scooters, roller skates, bicycles, or ride-on toys
- Dragging tables, chairs, or equipment
- Any activity likely to cause scratching, denting, or impact damage
- Leaving food or drink spills without immediate clean-up

Damage and Liability

If any damage occurs, please report it straight away.

Hirers are responsible for ensuring that all rules are followed during their booking. If we receive a report that the Terms and Conditions have been breached, a Hall Charge will be applied. In serious or repeated cases, the Committee may cancel future bookings or refuse further hire.

Charity number: 523106

Where damage is caused, the Hirer may be charged the full cost required to return the hall to the condition it was in at the start of the hire, unless negligence by the Village Hall can be proven.

By booking the hall, all users agree to these obligations and to leaving the hall as they found it.

We truly appreciate your cooperation and your care for this valued community space. By working together, we can ensure Broadwas Village Hall remains a welcoming, well-kept venue for everyone.

Warm regards,

The Management Committee

Broadwas Village Hall

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