

SYRESHAM VILLAGE HALL

Main Road, Syresham, Nr. Brackley, Northants, NN13 5HE.



HIRE AGREEMENT AND CONDITIONS OF HIRE

KEY POINTS FOR HIRERS

- Before the Event:**
- Read, sign and observe the forms and conditions contained within;
 - Hirers providing alcohol must observe Licensing requirements;
 - Business Hirers must arrange their own Public Liability cover and provide a copy with the booking form;
 - Arrange to collect the key and alarm fob from the Village Shop.
- During the Event:**
- You are responsible for the hall, its environs and the safety of all Hall users and should observe emergency procedures set out on the Hall notice boards.
 - Ensure all Emergency Exits are open / unlocked.
 - Ensure good behaviour & minimise noise and nuisance to the neighbourhood.
- After the Event:**
- Leave the Hall swept, cleaned & tidy, in the condition you expect to find it and return furniture and equipment to its original location;
 - Ensure taps (kitchen and toilets), lights and electrical appliances are turned 'off';
 - Secure all windows and doors;
 - Set alarm, secure premises;
 - Return the key and alarm fob to the Village Shop.