



Castlethorpe Village Hall

North Street, Castlethorpe, Milton Keynes MK19 7EW

Handy hints for hirers

There have been a few instances recently of damage being done by hirers to property in the Village Hall which belongs to local organisations who use the hall regularly and keep their equipment in the store room for convenience. To avoid this happening again we are asking all hirers to abide by the following few rules, as damage causes great inconvenience to the organisations and has to be paid for.

DO



- **MAKE SURE** you only use things that actually belong to the Village Hall. These are the large and medium size tables stacked nearest the door in the store room, the chairs on the racks, the table lamps at the rear of the store room and anything in the kitchen.
- **REPORT** any damage you notice *before* your function begins, otherwise you will be liable for any damage which the Hall Caretaker or subsequent hirer discovers. The cost will be deducted from your deposit.
- **MAKE SURE** you stack all the chairs the correct way round as indicated in the notices on the chair racks. This is to avoid the possibility of incorrect stacking causing chairs to fall off the racks and maybe injuring a child from the school or pre-school who use the hall every weekday.
- **TIDY UP** and take all your rubbish home with you. Please leave the hall as spick and span as you found it!
- **LOST PROPERTY** will be kept by the Hall Caretaker for a maximum period of three months and will then be donated to charity.

DON'T



- **USE** anything that's not listed above. Please note: The pool table belongs to the Youth Club and must not be moved or used.
- **STACK** the chairs the "wrong way round" when you've finished (see above).
- **LEAVE** the hall in an untidy state, or the cost of cleaning and tidying up will be deducted from your deposit, unless you have previously agreed to and paid for the cleaning charge.
- **ALLOW** children to run around unsupervised, as this can be very dangerous and could result in injury to them.

We hope you have a very enjoyable time in our Village Hall and that your function is a great success. Please see the Conditions for Hire on the reverse of the booking form for the full terms of your responsibilities. If you have any questions please contact the Booking Clerk.