

## Terms and Conditions when using the Greenwood Community Hall

The Greenwood Centre is maintained by the Greenwood Association. The Association is a charity funded by voluntary contributions from within the community and fees from hiring the hall. Please treat the premises with care so we can continue to provide this community facility.

- 1) **Payment** – A deposit of £50 is required to confirm your booking. The invoice balance should be paid no later than one month before your booked date. Kindly make these payments by bank transfer to “Greenwood Community Centre, Account Number 02088234 Sort Code 30-96-31 and quoting your invoice number and surname .Your deposit will be refunded one week after your event.
- 2) **Parking** – Unfortunately, very limited parking space exists on site and is restricted solely to within the three parking bays outlined in yellow. Vehicle access from the road to the neighbouring residential property and its parking area must be kept clear at all times. This area and that of the Zebra crossing must also be kept clear to allow easy access to public service vehicles in the event of an emergency. Off site pay and display parking is readily available at the nearby public car park adjacent to the Queens Head. On street pay and display parking is also available within the area.
- 3) **Health and Safety** - In line with current legislation please make yourselves aware of the emergency exits and fire hydrants. All required H & S information is available on site.
- 4) **Front Door**: This door should close automatically. Please do not wedge it open.
- 5) **Kitchen** – In line with legislation these appliances are serviced regularly and Instructions for use are nearby. Please ensure the oven, cooker hood, taps and lights are switched off after use.
- 6) **Central Heating** – If necessary the temperature of the hall may be altered by adjusting the arrow buttons on the temperature gauge located in the main hall. When leaving, please ensure that the setting is returned to the original point as shown on the notice below the gauge. Please do not touch, turn off or unplug any other appliance in the hall.
- 7) **Tables and Chairs** -These are located in the side lobby of the Main Hall For Safety, kindly replace chairs in stacks of 10 (maximum) and return all tables to the trolley.
- 8) **After Your Event** – Please leave the premises clean and tidy; removing all banners, decorations and rubbish etc. from site. Kindly Check all toilet areas and ensure all taps are turned off and all property removed as we cannot guarantee safe return. Please ensure that all lights in all rooms are turned off before you leave the premises.
- 9) **Locking Up** – Please ensure you leave by the allocated time (latest 9:45pm for evening bookings) and that both locks on the front door are locked. Kindly be respectful of the close proximity of our neighbours when leaving and return keys and the signed form to the key holder as arranged
- 10) **Finally** - Please be aware that your deposit may be at risk should failure to observe any the above-mentioned terms and conditions occur.

Thank you for choosing to hire The Greenwood Centre. We hope your family and friends enjoy the occasion and that you will please come again.

To be completed and returned with keys

Name:

Address:

Home Telephone:

Mobile:

Email:

Date of hall hire:

Time:

I have read all items numbered 1-10 and confirm that I have checked all items numbered 2-9 **'Terms and Conditions when using the Greenwood Community Hall'** overleaf.

*(Delete, as appropriate)*

1. There were no issues during my hire period.
2. The following issues arose during my hire period *(list below)*:

Hirer's Signature:

Hall Bookings Secretary's signature: