

ACCEPTANCE OF HIRING POLICY AND TERMS AND CONDITIONS

Thank you for booking the Hall using the online booking and payment application on our web site. By doing so you have agreed to accept all our Terms and Conditions of Hire and our Hiring Policy, also available on our web site. **This document covers the hand-over to you at the beginning of the Hire and the hand-back to us at the end it.**

In handing over the facilities to you for your activity/function, a member of our team will ask you to acknowledge that the facilities are clean and fit for purpose and that you have been instructed on the location and usage of the facility and emergency equipment. In particular, we ask that you confirm that you have been shown:

1. How the emergency fire exits operate and including the Emergency Mag Lock in the fire exit to the enclosed play area at the back of the Hall.
2. Use of the fire equipment, emergency lighting and telephone.
3. Lighting and fan controls.
4. Location of first aid kit, Covid visors and gloves and the Covid isolation area, should an individual display symptoms of infection.

We also ask you to acknowledge that:

1. The enclosed play area is NOT part of the Hiring Agreement with the CVHRG and should not be used without prior written approval from the Trustees of Crudwell Pre School.
2. Any equipment within the Hall that you have sought the use of is available on the basis that you have requested its use and you accept responsibility for any damage caused to this equipment during the Hire period.
3. There are NO rubbish or recycling facilities at the Hall and ALL rubbish and recycling must be taken away.

The Hall and its facilities have been made available on the mutual understanding that you will leave it all in the same condition as you found it. We ask that you check the condition of the facilities as part of the handover and make notes of any areas that you believe are not up to standard. When the facilities are handed back at the end of the hire period, we will expect them to be in the same clean and good condition. The attached check list is to be used and completed when cleaning and tidying the Hall after its use.

The Hirer – please sign below:

I confirm that the emergency procedures and the operation of the Hall have been explained to me and confirm that the Hall and facilities have been handed over in good condition. I agree to abide by the CVHRG Terms and Conditions and the CVHRG Hiring Policy and all Covid hygiene rules.

Name of Hirer (please print) Signature of Hirer.....

Date.....

Village Hall representative

I confirm that the Hall was left in good order after this booking and the deposit/bond may be returned in full.

Name: _____ Signature: _____ Date: _____