

Brookthorpe Village Hall
(Registered Charity Number 301479)

Conditions of Hire

1. The hourly hiring charge is as follows:-

a. Residents of Brookthorpe & Whaddon	£8.00
b. Private Individuals / Voluntary Organisations	£10.00
c. Businesses	£12.00

This will include any setting-up or clearing-up time

2. After making a booking, hirers are asked to forward a non-refundable deposit (25% of the total amount) to the Treasurer, Mrs.H.Coles, 1 Church Cottages, Church Lane, Whaddon, Gloucester GL4 0UE. The balance should be sent one week before the event. Cheques should be made payable to "Brookthorpe Village Hall"
3. The hall will be open for hirers on arrival. On leaving we ask hirers to ensure that both doors are shut securely and that all electricity is switched off with the exception of the security light which should be left switched on.
4. Please note that smoking is not permitted in the hall.
5. The maximum number of persons allowed in the hall is 60. We ask that all exits remain clear during the time the hall is being hired.
6. In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999. For information, the hall is situated on the A4173 (Stroud Road, Brookthorpe) in close proximity to the Four Mile House. The nearest postcode for the hall is GL4 0UR.
7. If using the hall late at night, we would ask that due consideration be given to those living nearby when leaving the premises.
8. Electric storage heaters are situated in the toilet area – we ask that the controls to these are not changed or interfered with in any way
9. All chairs & tables must be returned to their original position after use. It is essential that the floors are swept and surfaces cleaned before the building is vacated and that any rubbish is taken home. With the hall in constant use there is often insufficient time for the hall to be cleaned between events.
10. If using the kitchen, hirers are requested to bring their own tea towels.

11. A piano has recently been donated to the hall by one of the parishioners. It would be appreciated if it was not abused and items of food and drink particularly not placed on it. It is normally kept locked so should it be required for any event, then this should be indicated when hiring the hall.
12. If anyone wishes to view the premises beforehand, arrangements should be made by telephoning the caretaker Mrs.Beccy Browett on 01452 810989
13. Any faults or damages must be reported to the secretary as soon as possible so that they can be rectified promptly.
14. Finally, The Village Hall Committee welcomes comments or observations that people may have about the hire of the village hall.

Nigel Bone
Secretary

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