Cottered Village Hall

The Hirer of the Hall must sign this document, before the booking date.

* ***NO BLUE TAC* TO BE USED IN THE HALL, ANYWHERE!**
* **DRAWING PINS CAN BE USED ON THE WOODEN HANGING RAIL ONLY, *DO NOT USE STAPLES.***
* **DO NOT STICK OR ATTACH ANY FORM OF NOTICE OR DECORATION TO THE PAINTED WALLS.**
* **ALL USED TABLES MUST BE WIPED CLEAN.**
* **PLEASE ENSURE CURTAINS ARE DRAWN CAREFULLY AND BY AN ADULT.**
* **ALL ITEMS USED IN THE KITCHEN MUST BE CLEANED BEFORE STORAGE.**
* **THE HIRER MUST REMOVE ALL RUBBISH INCLUDING DECORATIONS.**
* **PLEASE DO NOT ATTACH ANY FORM OF DECORATION TO THE CURTAINS.**
* ***PLEASE DO NOT ALLOW CHILDREN TO SIT ON THE WINDOW SILLS.***
* ***Please can you make sure you sanitise your hands and any surfaces you touch.***

***The Bond if applicable, will be held until the Hall is checked for all listed Terms.***

***The Hirer must pay for any Damage to the Hall and contents.***

***PLEASE NOTE: KEYS CAN BE COLLECTED FROM MY ADDRESS JUST PRIOR TO YOUR AGREED BOOKING TIME.***

***PLEASE NOTE: RETURN KEYS TO MY ADDRESS AT THE END OF YOUR FUNCTION.***

***Please sign and date to confirm you have read and agree to the Terms on this document***

***Please return this form along with the Booking Form to confirm your booking.***

Please do not hesitate to contact me if you have any questions.

Many Thanks for your help & co-operation with these terms.

Thank you

Kind Regards

Coral Middleton and Gary King

Lettings Secretary

01763281534

**PLEASE NOTE: No Sub-Letting of Cottered Hall is permitted. The person signing this form is responsible for the Hall and function.**

Signed…………………………………………………………………………

Print Name…………………………………………………………………….

Date………………………………………….