

1. No booking will be accepted without a **completed booking form** and is **not confirmed until Paid in Full**. Any cancellation must be received at least one month prior to the booking date for full refund.

**The Trustee committee reserves the right to refuse any booking.**

2. **All exits must be kept clear** and necessary doors unlocked whilst the hall is in use in accordance with **Fire Regulations which you will receive when booking is confirmed**.

3. NO DOGS are allowed in the building except GUIDE DOGS or Hearing dogs.

4. **NO SMOKING ALLOWED ANYWHERE ON THE PREMISES.**

5. The tables, chairs and Kitchen facilities are available to the HIRER. It is their responsibility to set up and return items to where they found them. **Tables must be cleaned before being put away.**

6. Please use the vacuum cleaners when required. There is an upright vacuum for the carpets and a Henry Vacuum for the wooden and hard floor areas. They can be found beside the stacked tables in the hall way at the back of the building. All areas should be left clean and tidy including the kitchen and toilets.

7. The kitchen has a dishwasher with a 30min wash cycle the dishwasher tablets are found under the sink, the red switch on the kitchen wall to the right of the sink operates the hot water and dishwasher. This must be **switched off** before leaving the hall. The Fridge/Freezer must stay on at all times. Hirers may also make use of the microwave and cooker.

**All rubbish must be removed and taken with the hirer.**

8. The first aid box is situated in the kitchen and fire extinguishers are placed around the hall. Please read fire precautions on the notice board outside the disabled toilet. All lights, equipment must be switched off and doors and windows locked before vacating the hall.

**The Trustees are not responsible for personal injury or accident as a result of the hirer's negligence.**

All personal belongings or equipment bought into the hall are the responsibility of the hirer.

**BOUNCY CASTLES or OTHER FORMS OF ENTERTAINERS must have their own liability insurance**

Please ensure you have an appropriate **safeguarding policy** in place.

**Breakages or damages** must be reported to the Bookings Secretary, the hirer must pay for breakages or damage. Please also report any equipment that was not working.

9. Please **DONOT** use nails, screws, hooks or drawing pins on any surface of the floors or walls. If you have to decorate the hall please discuss this at the time of booking.

10. There is Wi-Fi throughout the Hall and if you wish to use laptops etc please ask for the security code. There is a small charge of £3 per booking.

11. If you wish to use the projector for a DVD film etc. it has to be booked separately. It will be set up for your use by a committee member. The cost to use the equipment is £20.

12. **ALCOHOL CANNOT BE SOLD** on the premises **without a Tens license** from Cornwall council. You **can consume alcohol** at the hall if it is a **private party**, the doors are closed to the public, the event is free and drink is provided free or you bring your own.