

FILLONGLEY VILLAGE HALL

Trustees Conditions and Regulations of Hire

General

- Please put tables and chairs back clean and tidily where you found them.
- If you intend to decorate the hall, please do not stick/pin anything to the paintwork ie, walls, door frames etc.
- If you have used the oven, please check that it is clean when you have finished.
- Please leave the hall and kitchen in a clean and tidy state, as you would wish to find it.
- Please respect the neighbours and leave quietly at night.
- Without prior arrangement, events must be finished by 11.30pm to enable the Hall to be cleared and closed by midnight.
- Food and drink is not permitted in the Edwin Thompson Room (other than meeting refreshments).
- Please ensure that appliances, lights etc are switched off when you have finished and doors and windows are locked.
- No dogs (except Guide Dogs) to be in any part of the hall at any time.
- Any dogs on the field must be kept on a lead to comply with the Dog Control Order in place. Any contravention of this may result in a statutory fine.
- All windows and doors must be closed after 11pm to comply with the Premises Licence.
- Any abuse of the key box system will result in persons being banned from site.

Children

- Please do not allow children to run around outside late at night.
- Please respect the Pre-school childrens play area and do not allow your children to play in it.

Rubbish

- Please put bottles, cans, and paper in the appropriate recycling bins.
- Any rubbish that does not fit into the grey wheelie bin with the lid closed, **MUST** be removed from site.
- **DO NOT** leave any bags by the side of the bin or elsewhere – they do not get taken away.

Caravans

- Must be parked at least 10' away from allotment fences.
- Must be parked at least 10' away from the rear kitchen access steps to enable access at all times.
- Must be parked 16' apart in case of fire.
- NO waste water to be piped/poured into allotments/hedges.
- There is NO electric hook up. Any Clubs with van(s) found connected to the electricity in the Hall, without prior agreement, will be banned from site.
- There is NO charging of batteries anywhere on the premises. Any Club found to be doing this highly dangerous practice will be banned from site. Facilities to charge batteries are available at Fillongley Garage, Tamworth Road.

Revised November 2012. These conditions are subject to continuous review.