

# CRIGGLESTONE VILLAGE INSTITUTE. HIGH STREET, CRIGGLESTONE

The Village Institute is a non-profit making charity which gives all moneys raised through lettings back to help fund the upkeep and continuation of the Institute for community use.

## LETTINGS POLICY FOR PRIVATE FUNCTIONS

- The facility is available for letting 7 days per week, excluding Bank Holidays.
- The facility does not have an Entertainments Licence for Alcohol, Live Music or Recorded Music.
- Children's parties are permitted but noise must be monitored by the adults present.
- Please note that the Village Institute cannot be hired for Political Public meetings.
- The facility must be booked through the caretaker in advance paying a £10 deposit at the time of booking. The deposit will not be refunded unless adequate notice is given to cancel the booking.
- Adequate Notice means, wherever possible, 7 days but will depend on individual circumstances.
- Any damage or breakages will be charged to the person who made the booking for use of the facility.
- The balance of the hire fees will be made to the caretaker before the function commences.
- The facility Trustees ask that all users of the hall leave it in good clean order, ensuring that all windows and doors are closed, chairs and tables stacked and all the kitchen's electrical /gas appliances are switched off.
- The person booking the facility (or a responsible adult who will be in attendance during the function) should familiarise themselves with the Fire Exits, read the risk assessment document displayed in the hall and the instructions on the Fire Extinguishers.
- The First Aid Box is located in the corridor along with the accident book.
- The hourly rate for use of the facility is £7.50 and you are allowed 15 minutes either side of your slot free of charge to enable you to set up and clear away.
- The rate for using the kitchen facility is £5.50p per booking.

I agree to the above terms:

SIGNED \_\_\_\_\_ Name \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF BOOKING: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_ FROM (Time) \_\_\_\_\_ To (Time) \_\_\_\_\_  
(excluding 15 mins Setting up and clearing up time)

AMOUNT DUE: £ \_\_\_\_\_ (cheques payable to Crigglestone Parish Council Village Institute Account)

DEPOSIT PAID £ \_\_\_\_\_ RECEIVED BY \_\_\_\_\_