

Crigglestone Village Institute Charity

Registered No. 510193

The Village Institute is a non-profit making charity which uses all money raised to help fund the upkeep and continuation of the Institute for community use.

GENERAL LETTINGS POLICY

1. The facility is available for letting 7 days per week, excluding Bank Holidays.
2. The facility does not have an Entertainments Licence for Alcohol or live music.
3. **Children's parties are permitted but noise must be monitored by the adults present.**
4. Bouncy Castles are not allowed in the Village Institute.
5. Please note that the Village Institute cannot be hired for Political Public meetings.
6. The facility must be booked in advance. A £10 deposit secures the booking, the balance should preferably be paid at time of booking but **not less than 7 days before** the function commences.
7. The deposit will not be refunded unless adequate notice is given to cancel the booking.
8. Adequate Notice means, wherever possible, 7 days but will depend on individual circumstances.
9. Any damage or breakages will be charged to the person who made the booking for use of the facility.
10. The Village Institute Trustees ask that all users leave the hall in good, clean order, ensuring that all windows and doors are closed, chairs and tables stacked away, lights turned off **and the kitchen's electrical /gas appliances are switched off.**
11. 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.
12. Parents are responsible for their children at all times.
13. The First Aid Box is located in the corridor along with the accident book.
14. The hourly rate for use of the facility is £10, you are allowed 15 minutes either side of your slot, free of charge, to enable you to set up and clear away.
15. The rate for using the kitchen facility is £10 per booking.
16. Bookings must be for a minimum of ONE hour, thereafter to the next ½ hour.
17. A booking form is available online at the website below, The Village Institute Caretaker, or the Clerk to the Trustees.

A booking form/lettings policy can be found on the website: www.crigglestonepc.org

If you have any questions or you wish to view the Hall prior to booking, please contact the Caretaker, Miss Amanda Gordon on 01924 257350 between 6pm – 9pm Monday to Friday