**Claines Scouts and Guide Group**

**Operating Instructions (Sept 2020)**

**Hiring the Hall**

1. Please read the Hall Hire Terms and Conditions
2. Complete the Hall Hire Booking Form
3. Send both to the following email address: Julie.wooltorton@btinternet.com
4. We will confirm back to you with 48 hours that your booking is provisionally reserved.
5. Please make payment of the charges within 7 days to complete your booking
6. We will confirm back to you within 48 hours that your booking is in place

**The day of the hire**

* We will make prior arrangements with you for the collection and return of keys for the hall on the day of the hire.
* You will be allowed entry 15 minutes before your booking to set up. If you require additional time, please extend the time requested.

**Using the Facilities**

**Kitchen:**

* Leave surface clean and tidy, all rubbish must be taken away from the premises.
* Thoroughly wash and dry all crockery, cutlery, and utensils used.
* Switch off all electrical appliances [oven, microwave, kettle, water boiler] except the fridge.

**Toilets:**

* Leave clean, & tidy. Turn off taps & ensure toilets have been flushed.
* Cubicle doors must be unlocked.
* Any water or soap liquid on the floors must be mopped up, (this constitutes a slip hazard).

 **Main Hall**

* Only use non-marking ‘Bluetack' for the fixing of decorations etc. Strictly no Sellotape
* Take care not to damage the wood block floor with any equipment used.
* Ensure all tables and chairs are stored properly after use and do not present a safety risk.
* Leave clean & tidy removing all rubbish.
* Turn off lights and heating if used.

**Other rooms general**

* Leave all areas clean & tidy. Replace any moved furniture
* Ensure all tables and chairs are stored properly after use and do not present a safety risk.
* Switch off all lights and close windows & doors. Access

**Hall Hire Charges (for one off bookings)**

* Two hours minimum booking £30, thereafter £15 per hour.
* Half day £50
* Full day £90

**Contact numbers**

Main Contact – Julie Wooltorton (Hall booking secretary) 07970 040690

Alternative contacts: Kate Bailey (Chairperson) 01905 909511

Allison Haines (Group Scout Leader) 07906 306869