BOOKING CONDITIONS

1. Everyone must vacate the premises and yard mindful of local residents and children from the adjoining school. Vehicular access is by the first double gateway only - the vehicle entrance closest to the property. If children are at play on the school yard drivers must first inform a member of school staff of their proposed entry/exit and thereafter continue only when the children are a safe distance away having due regard to all parties present.

2. All users must pre-book the required rooms with the secretary on the approved forms or via the web site.

3. Full Hire Fees must be paid in advance.

4. The Committee has the right to terminate or refuse a booking without giving reason and booking fees will be returned at their discretion.

5. No organisation can sub-let their rooms without the prior permission of the Recreation Committee.

6. The Hirer must make him/herself known to the Caretaker to arrange admission and Health and Safety briefing.

7. The Hirer is responsible for any damage caused on or to the premises and shall make good the same to the Committee's satisfaction or shall pay for the remedial work to be carries out.

8. It is strictly forbidden to stick, pin or nail anything to walls or floor. If such occurs the committee will charge for any damage caused or re-decoration required.

9. The Committee accepts no responsibility for the hirer's personal property.

10. All rooms must be vacated by 10.00pm or later subject to prior agreement.

11. All rooms must be left in a clean and tidy manner for next users. Tables and chairs put away clean and tidy and all mugs etc. in kitchen put away clean in cupboards. Extra bin bags can usually found in kitchen cupboards. Please take any soiled nappies home with you.

12. No alcohol is allowed on the premises unless permission given by Committee.

13. Smoking and taking of drugs are prohibited on the premises.

14. Children must be supervised at all times.

15. Nothing shall be displayed that is likely to cause offence to other users or encourage crime.

16. Ball games are permitted in the main hall but sponge balls must be used at all times.

17. All users must provide their own insurance for damage to the property or themselves and must be responsible for the condition and suitability of any equipment brought into the property including any electrical equipment.