

Peace Memorial Hall, Codicote

Registered Charity 302356

Terms and Conditions of Use

1. Smoking is not permitted anywhere on the premises.
2. The sale or promotion of alcohol and the playing of music must comply with the NHDC Licensing Conditions.
3. Entry to the Hall must not be before the agreed time of your booking.
4. You must vacate the hall no later than the agreed time of your booking.
5. All doors are to be locked, windows closed and lights switched off when you leave the premises.
6. The Hall floor must be left clean and ready for the next users. Anything spilled or dropped on the floor must be cleared away. All cleaning appliances are in the cupboard by the ladies toilets. For sewing groups, ALL pins & needles MUST be swept away prior to vacating the Hall.
7. The meeting room area must be left clean and tidy.
8. Toilets must be left clean. All paper off the floor, toilets flushed and the floor clean.
9. All crockery, cutlery and kitchen utensils used are to be washed, dried and put away. The kitchen surfaces and kitchen floor must be left clean.
10. The bins must be emptied when full. Do not leave this for the next user to do.
11. Bins are to be emptied in the dustbins provided outside the front of the Hall. Should these prove to be insufficient, a suitable container should be used.
12. All tables and chairs are to be put away neatly in the cupboard provided.
13. Advise guests/others in the Hall of the whereabouts of all Fire Exits and an emergency procedure. The Management suggest that in the event of an evacuation, people meet at a designated assembly point, e.g. outside the 'La Marina' fishmongers which is situated to the left of the Hall on the High Street. At the commencement of your session, you/your representative should walk round the outside of the Hall to ensure that there are no obstructions to the fire exits and their pathways. NHDC also request that curtains are not drawn across the emergency exits and are free from all obstructions.
14. The user will be responsible for any damage done to the Hall and its contents, including any breakage or loss. Any such damage must be reported to the Bookings Secretary immediately.
15. Nothing should be driven into the walls, doors, floors, or any fittings without the express permission of the Management. When fixing decorations to the walls, please use Blu Tack and **not** Sellotape.
16. All posters/decorations must be removed from the walls at the end of your session.
17. The display of adverts etc on the inside walls of the PMH is strictly prohibited.
18. Key holders are responsible for the safe keeping of the keys. They must not be handed to anyone else without the prior consent of the Booking Secretary or Chairman. Charge of £18 for loss of keys to be replaced.