Oulton Abbey Playgroup

Conditions of Venue Hire



Registered Charity Number: 230096

The Playgroup and garden are available to hire outside of playgroup hours under the following terms. The cost is £10.00 per hour, with a minimum hire of **2 hours.**

* A non-refundable cash deposit of £20.00 is required to secure the booking. This will be offset against the total charge.
* A refundable cash amount of £20 for damages deposit is also required at the time of booking. (providing no damage occurred).
* Balance of rental cost must be paid at the time of opening the venue. An invoice will be issued at this time.

*Hirers must agree to the terms and conditions set out below*

Name (required) Click or tap here to enter text.

Address (required) Click or tap here to enter text.

Postcode (required) Click or tap here to enter text.

**At least one method of contact is required**

Home telephone Click or tap here to enter text.

Mobile telephone (required) Click or tap here to enter text.

Email Click or tap here to enter text.

Date of Hire (DD/MM/YY)(required) Click or tap here to enter text.

Time of hire (00.00 to 00.00) (required) Click or tap here to enter text.

By completing this information, you have read and agree to abide by the terms and conditions below and are responsible to be made aware of the emergency evacuation procedures.

Hire Venue terms and conditions

* The hiring is on an hourly basis and should be for sufficient time to include setting up and clearing away afterwards.
* The premises will be opened up by a keyholder who will return at the end of the hire time to check the premises and lock up.
* The balance of rental cost needs to be paid to a keyholder on opening of venue.
* The premises must not be left unattended at any time.
* The premises and equipment should be left exactly as they were found. The hirer will be responsible for hoovering, mopping floors, wiping tables and furniture.
* All rubbish and or decorations are to be removed from the venue and garden at the end of the hire period. The damages deposit is at risk if the premises are not left clean and tidy as found.
* Please do not use blu-tac on the painted walls.
* Responsibility for dependent children and guests must be borne by the hirer.
* There is strictly NO ALCOHOL AND NO SMOKING permitted in any part of the venue at any time.
* The hirer is responsible for the cost of repairs or replacement in respect of any damages and or breakages to any equipment or furniture. Any damages or breakages must be reported to the keyholder.
* The premises cannot be used for meetings for which there is a charge on the door.
* Oulton Abbey Playgroup takes no responsibility for personal belongings.
* It is the hirers’ responsibility to make themselves familiar with the emergency evacuation procedures and the whereabouts of fire fighting equipment.
* There is a first aid box located in the main room. Please inform the keyholder of any accidents and/or use of the first aid equipment.
* Any concerns regarding the safety of the building or equipment must be reported to the keyholder.

Signed (Playgroup Staff) Signed (Hirer)

Click or tap here to enter text. Click or tap here to enter text.

Print name Print name

Click or tap here to enter text. Click or tap here to enter text.

Thank you.