

ECCLESTON PARISH COUNCIL

CONDITIONS OF HIRING THE VILLAGE HALL

(with effect from May 2019)

Caretaker

Lisa Poole
01744 638554

Clerk

Janet Anderson
0151 345 7533

1. Persons hiring the Hall must undertake that attention will be given to the care of all fittings, furniture, crockery, etc and must accept liability for any damage or breakages. All such damage must be reported immediately or after use. Any accidents **MUST** be reported in the Accident Book located in the kitchen and reported to the Caretaker.
2. The Hall is not licensed for public dances or for the sale of intoxicating liquor; hence such activities will not be allowed.
3. The Parish Council does not accept any responsibility for damage or loss of property of Hall users.
4. All fire exits **MUST** be kept clear at all times.
5. Please note that during March to September the Smithy Heritage Centre is open to the public on Saturday and Sunday. Although the public will not be given access to the Hall they will have access to the corridor that links the Museum and the Education Room passing by the kitchen. Please do not leave any items unattended. Items are left at owner's risk.
6. Hiring of the Hall **DOES NOT** include the use of the outside areas/grounds of the Village Hall and Smithy Heritage Centre. Users must not allow any persons to go outside of the Hall.
7. After use any keys should be returned to:
Mrs L Poole Telephone: 01744 638554
8. All booking arrangements should be made with Lisa Poole (see above). A deposit of £10 for one-off users is payable at the time of hiring with the full amount payable on the day. Cheques should be made payable to ECCLESTON PARISH COUNCIL. If the Caretaker has not been informed of a cancellation at least 7 days before the booking the £10 will not be refunded.
9. Regular users are required to pay £25 bond at the time of hiring which will be returned when hiring is terminated and keys have been returned. Monthly fees **MUST** be paid in full by the last day of every calendar month. Non-payment will be deemed as cancelling the hiring agreement. If the Caretaker has not been informed of non-use of the hall at least 7 days before the date then a charge for room use will be made.
10. The Parish Council reserves the right to refuse any booking or to cancel in the event of an emergency.
11. The Clerk to the Parish Council may be contacted as follows
Janet Anderson
6 Gorsey Croft
Eccleston Park
PRESCOT
L34 2RT
Telephone: 0151 345 7533
email: ecclestonpc@hotmail.com