



## **Extra Information for Hirers**

***Please bring your own black bin bags, tea towels and cleaning cloths.***

Please ensure that you leave adequate time for cleaning & returning the Hall to an acceptable condition suitable for the next booking. It is suggested that your guests leave the building approximately half an hour before the end of your booking (bookings that end at midnight, your guests may need to leave the hall before 11 pm).

**PRS Music Licence:** Shortstown Village Hall maintains an annual PRS Music Licence (publishers/writers) but will not pay for a PPL Music Licence (musicians/singers). We have been informed that a PPL Music Licence is not required for private parties (no entrance fees). Other third party hall hirers will need to maintain their own PPL Music Licence (e.g. dance instructors who charge for their professional services and DJs providing music at functions open to the public etc.). Any breach of PPL procedures and individual Hall Hirers will be liable for any additional fees payable to PPL.

**Glass Bottles:** Please **DO NOT** throw empty glass bottles in the bins. Instead, store any empty bottles tidily in the bar area for disposal in the bottle bank (the Village Hall volunteers will put them into the bottle bank at the far end of the car park during daylight hours).

**Other waste:** Put any other waste rubbish into black plastic sacks and put these sacks into the metal wheeled bin located in the smaller car park adjacent to the Village Hall. To minimise the possibility of vermin all excess rubbish not placed in the metal bin will need to be removed from the site, otherwise an admin charge will be levied to cover the cost of disposal.

**Chairs:** Brush off any crumbs etc. using a small hand brush. Stack chairs neatly either in the hall or in the Hall storage cupboard. If any chairs have food spills, marks or other damage, please separate them from the cleaned chairs so that they can be easily identified. Normally 20-30 chairs are located in the Main Hall lined up against the walls.

**Tables:** Wipe the tops thoroughly and stack safely in the Hall Storage cupboard.

**Floors:** Liquid spills should be mopped sweep or vacuum all floors (including toilet area).

**Toilets:** Please check that all the sinks water taps are turned off and if required toilet bowls flushed clean

**Kitchen:** Empty fridge (if used), all shelves, oven etc. of any items you brought into the Village Hall. Clear, clean all work surfaces and sinks. Turn off any electrical appliances.

**Leaving:** Please comply with the requirements of our Entertainments Licence as issued by Bedford Borough Council. All music must be turned off by 11.30 pm on Fridays & Saturdays or by 10.45 pm other days. Please respect nearby residents by asking your guests to leave quickly and quietly (e.g. not having their car stereo system loud in the car park, not slamming car doors, not sounding car horns on leaving the car park etc.).

Please be ready to vacate the Hall at the end of your booking period having removed all items associated with the booking including personal items. If you keep the caretaker/key holder waiting an admin fee of up to £60 may be levied for any overstay period up to 30 minutes. Longer period could entail a higher hall hire fee or the forfeiture of your full deposit. If the Village Hall is ready to be handed back to the Key Holder earlier than the booked time please call one of the number displayed on the Office Door (*a refund may be applicable if the Village Hall is handed back early in excess of 60 minutes*).

***Thank you for your co-operation. We hope you will enjoy your event at Shortstown Village Hall.***