

Boston Spa Village Hall CIO

Registered Charity 1194792

INFORMATION FOR HIRERS

MAIN HALL

Party Bookings	Children's party times are 4-hour slots to ensure hirers have sufficient time for setting up and clearing away afterwards. There is however a special rate for parties – 4 hours for the price of 3 hours.
Entry to the Hall	Via digi-lock code which will be given on the email from Hallmaster attaching the invoice. The code opens both front doors, but you should access the Hall using the front right-hand door for the Main Hall.
Invoice	Will be sent out either the beginning of the month of hire or earlier on confirmation of booking for children's parties.
Payment	Payment is requested direct to our Bank account; details are included on the invoice. Payment should be received at least 24 hours before the date of hire
Cancellation	If you need to cancel the booking, we ask for at least 7 days notice. Cancellation after this time may incur a cancellation charge.
Sound System	We do have a sound system but prefer that hirers bring their own Bluetooth speaker and log on to the Wi-Fi which has a good connection in the Main Hall. Please contact us if you specifically want to use our Sound system.
Wi-Fi Code	Username Boston Spa Village Hall Password BSPAVH99
Heating	<p>The hall should be at an ambient temperature as we set the heating system in conjunction with our bookings.</p> <p>However, if you find it too hot the radiators do have thermostats so can be turned down but please ensure that they are put back on when leaving for the next hirer. Also, if you open any windows, please ensure that these are closed before you leave.</p>

Lights	Light switches are on the right-hand side wall as you enter the Main Hall. Please remember to switch all the lights off when you leave.
Tables and Chairs	There are plenty of chairs at the back of the Main Hall for you to use. Tables are kept in the Storeroom which is in the front left-hand corridor and can be accessed through the double doors from the Main Hall. Please put the tables back in the Storeroom after use.
Kitchen	<p>You can use the main kitchen for food and drinks preparation. There is an oven and hob and a small fridge (please do not use the larger fridge as this belongs to WISE Café)</p> <p>You can use any cups, plates and cutlery that are in cupboards that are not marked as WISE property.</p> <p>Please do not use the coffee machine or any cups that are on top of this machine as these belong to WISE.</p> <p>There is a water heater for boiling water which will need turning on as soon as you arrive to heat the water. Please remember to turn this off when you leave. Alternatively, there is a kettle which you can use.</p> <p>We do not provide tea, coffee or milk so please remember to bring your own supplies.</p>
Cleaning	<p>Please leave the hall clean and tidy.</p> <p>There are sweeping brushes, mop and bucket and a cleaning trolley in the Store Cupboard which is located on the left-hand corridor.</p> <p>There should also be black bin bags in the Store Cupboard.</p> <p>Please bring your own tea towels to dry and kitchen utensils that are used.</p>
Rubbish	Please ensure you put your rubbish in the blue wheelie bin in the car park
Emergencies	If you have any emergencies, please email bsvhbookings@gmail.com or telephone 07595 499739.