

# Boston Spa Village Hall CIO

## Registered Charity 1194792

### INFORMATION FOR HIRERS

#### JUBILEE ROOM

<b>Party Bookings</b>	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.
<b>Entry to the Hall</b>	Via digi-lock code which will be given on the email from Hallmaster attaching the invoice.
<b>Invoice</b>	Will be sent out either the beginning of the month of hire or earlier on confirmation of booking for children's parties.
<b>Payment</b>	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.
<b>Cancellation</b>	If you need to cancel the booking, we ask for at least 7 days notice. Cancellation after this time may incur a cancellation charge.
<b>Sound System</b>	Please bring your own Bluetooth speaker and log on to the Wi-Fi which has a good connection in the Jubilee Room
<b>Wi-Fi Code</b>	Username      Boston Spa Village Hall Password      BSPAVH99
<b>Tables and Chairs</b>	There are tables and chairs in the Jubilee room. Additional tables are in the Lantern room which is through the other door in the kitchen.
<b>Heating</b>	The room should be at an ambient temperature as we set the heating system in conjunction with our bookings.  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.

**Lights**

Please remember to switch all the lights off when you leave

**Kitchen**

You can use the small kitchen next to the Jubilee room for food and drinks preparation.

You can use any cups, plates and cutlery that are in cupboards.

There is a water heater for making hot drinks.

There is a small fridge and microwave but no oven in this kitchen.

**Cleaning**

Please leave the room clean and tidy.

There are sweeping brushes, mop and bucket and a cleaning trolley in the Store Cupboard which is located on the left-hand corridor at the front of the Village Hall.

Please bring our own tea towel for drying

**Rubbish**

Any rubbish can be put in the blue wheelie bin in the car park.

**Emergencies**

If you have any emergencies, please email [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com) or telephone 07595 499739.