**ABTHORPE OLD SCHOOL TERMS AND CONDITIONS**

1. Bookings should be made with Jan Miles, tel. no. 01327 857427, email oldschool@abthorpe.net.

2. The hiring fee must be paid as agreed and any deposit must be paid 7 days before the event. Heating and light are included in the hire fee. Electricity allowance for the kitchen facilities are included in the fee. Any excess electricity used will be charged.

3. A maximum of 90 people is allowed in the hall and the hirer must ensure this number is not exceeded.

4. The hirer is responsible for any damage to the building or its contents, incurred during the course of the hire. Any damage must be reported to the booking secretary at the end of the hire. All damage must be rectified and paid for by the hirer and work must be carried out by contractors stipulated by the management committee. The deposit will only be refunded after all invoices have been paid and the work inspected by the management committee.

5. Nothing is to be attached to the walls without prior discussion with and agreement of the management committee. A charge will be made if any damage occurs to the walls.

6. No smoking is allowed in any part of the hall or courtyard and no **combustible decorations** should be used.

7. Users of the hall are not permitted on the mezzanine.

8. No alcohol can be sold on the premises without a temporary event notice from the local authority. This includes alcohol supplied as part of a ticket price. The penalty for ignoring this is £20,000 and is enforced by South Northamptonshire Council.

9. There must be no noise that can affect nearby residents after 11pm.

10. Washing up liquid is supplied but please bring your own tea towels.

11. The hirer must ensure that the hall is left in a clean and tidy condition and ready for use by another hirer. Cleaning equipment can be found in the cupboard in the entrance hall. A charge of £30 will be made if the hall is left in an unacceptable condition.

12. Rubbish and recycling must be put in the appropriate bins or removed from the premises.

13. All water heaters, room heaters and lights must be turned off and the building secured and the gate locked at the end of the hire period.

14. Any equipment left in the building overnight is not covered by the committee’s insurance.