



Information for Hirers

- Booking times must allow for a 30-minute hirer changeover period and the duration of your booking **MUST** include any set up and clear-up time you require.
- The Hall has a no smoking policy.
- We provide heating to the main hall, male and female toilets, and kitchen area.
- Fire exits must be always kept clear.
- All music must be kept to a reasonable level and doors and windows kept closed. For evening bookings: Music must be turned off by 9:00pm. The Committee reserve the right to stop an event if there is noise disruption.
- Children under 14 are not permitted in the kitchen unless supervised by an adult over 18 years.
- During your booking and when leaving, please be respectful of our neighbours.
- All tables and chairs should be returned to the stage store cupboard in a good, clean condition.
- The Defibrillator and Outside light are the only sockets that **must be left on** when leaving the building and are clearly labelled.
- All appliances, lights, water heaters, wall heaters and other services **MUST** be switched off/ unplugged. There is a **£20** charge for any services left on after your hire.
- No decorations are allowed on wallpapered walls. Blu tack or Sellotape may be used on painted surfaces or window frames and drawing pins or Sellotape may be used on beams. These **MUST** be fully removed before leaving the building.
- All floors and mats must be swept or vacuumed, and spillages mopped.
- All bins must be emptied, including kitchen, nappy and toilet bins.
- Clean, recycled items may be deposited in the orange lidded bin provided to the side of the building.
- All other rubbish must be removed and taken home for disposal.
- Toilet areas must be left clean: toilet flushed, floor swept and mopped, and bins emptied.
- Potties, child steps and baby changing facilities used must be cleaned and left in the appropriate places.
- All crockery and cutlery and any other kitchen utensils and equipment must be left cleaned, dried, and returned to their appropriate places.
- All personal items must be removed from the building. This includes items in the fridge and freezer.
- Ovens must be in the off position and left clean and the dishwasher empty.
- Any kettles must be emptied and returned to their appropriate place.
- The sink and drainer must be left clean and clear of debris.
- Fire Exit door and windows must be left securely shut.
- No cars may be left in the car park after your booking time.
- The outer door must be left securely closed and checked upon leaving the Hall.
- The key to The Barn will be handed to you at the start of your hire and must be returned to the Bookings Secretary.



- The Hall is not licensed for the sale of alcohol. A temporary event notice [TEN] for the sale of alcohol can be obtained with permission from the Heath Village Barn Committee. Availability of a TEN cannot be guaranteed. This needs to be confirmed at the time of booking and is subject to availability and permissions through [Central Bedfordshire Council](#). Please refer to the [Standard Conditions of Hire](#) for more details.
- Loss of the key issued as part of your hire must be reported to the Bookings Secretary. We will make an appropriate charge to cover any costs incurred in replacing the key.
- You must notify us of any equipment being supplied through an external source. This will not be covered under our insurance.
- Any damage to the fabric or contents of the Hall and its outside space must be reported to the Bookings Secretary as soon as possible and no later than 24 hours after the hire. An appropriate charge will be made to cover the cost incurred.
- Should the need arise, Fire Evacuation instructions are located on the notice board in the kitchen.
- The fire evacuation point is beyond the car park entrance, by the Bus Stop, corner of Eastern Way/ Leighton Road. No person may re-enter the Hall without the permission of the Fire Brigade.
- Payment is made by bank credit – details will be shown on the invoice. We can accept payment by credit/ debit card. A link to this method may be shown on your invoice.
- Deposits will be returned within 10 days after the end of hire, less any deductions for repairs and cleaning. An email will be sent after your hire requesting your bank details for the refund. Please check your Spam/ Junk mail folders for our invoices and any other electronic communications.