Information for Hirers

- Booking times must allow a 30-minute hire changeover period only, and the duration of your booking **MUST** include any set-up and clear-up time you require. ~*We suggest a minimum of 30 minutes.*
- Heath Village Barn has a no-smoking policy.
- We provide heating in the main hall, male and female toilets, and the kitchen area.
- Fire exits must always be kept clear.
- All music must be kept to a reasonable level, and doors and windows must be closed. For evening bookings: Music must be turned off by 9:00 pm. The Committee reserves the right to stop an event if there is excessive noise disruption.
- Children under 14 are not permitted in the kitchen unless supervised by an adult over 18.
- During your booking and when leaving, please be respectful of our neighbours.
- All tables and chairs should be returned to the stage & store cupboard clean and in good condition.
- All appliances, lights, water heaters, wall heaters and other services **MUST** be switched off/ unplugged before leaving. There is a **£20** charge for any services left on after your hire. This amount will be deducted from your security deposit.
- No decorations are allowed on wallpapered walls. Blue tac or Sellotape may be used on painted surfaces or window frames, and drawing pins or Sellotape may be used on beams. These **MUST** be entirely 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 recyclable items may be deposited in the orange-lidded bin provided on the side of the building.
- All other rubbish must be removed and taken home for your disposal.
- Toilet areas must be left clean: toilets flushed, floors swept, and s emptied.
- Potties, child steps and baby changing facilities must be cleaned and left in the appropriate places.
- All crockery, cutlery and other kitchen utensils and equipment must be left clean, dried, and returned to appropriate places.
- All personal items **MUST** be removed from the building, including 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.
- The 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 securely closed and checked upon leaving the Hall.
- The key to the Barn will be handed to you at the start of your hire. It **MUST** be returned to the Bookings Secretary, 6 Heath Green, opposite the Clock Tower and Pump House, immediately after your booking finishes.

- 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 Bookings Secretary. Availability of a TEN cannot be guaranteed. If required, this must be confirmed when 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 immediately. We will make an appropriate charge to cover any costs incurred in replacing the key.
- You must notify us of any equipment supplied through an external source, as our insurance will not cover this. Mains electrical equipment MUST have been PAT tested within the past 12 months; otherwise, it cannot be used.
- Any damage to the fabric or contents of the Barn and its outside space must be reported to the Bookings Secretary as soon as possible, and an appropriate charge will be made to cover any costs incurred.
- Should the need arise, Fire Evacuation instructions are located on the notice board in the kitchen.
- The fire evacuation point is across the road by the Clock Tower and Pump House on Heath Green, to the right of the Barn. No person may re-enter the Barn without permission from the Fire Brigade or other Emergency Service representative.
- Payment can only be made by BACS. Deposits will be returned within 7 to 10 days after the end of the hire, less any deductions for repairs and cleaning. Bank payment details will be included on our invoice.