

**MULLION VILLAGE HALL USE AND KEYHOLDER AGREEMENT**  
**Charity No. 227391**

**Please read the instructions below:**

- The key remains the property of the hall and must be returned after the hire session.
- No copy keys to be cut.
- Any lost keys to be reported to the Booking secretary. The Hall will charge for a replacement.
- On entry of the Hall please make yourselves aware of the fire exits
- Electricity for all wall sockets, water heater and cooker by £1 coins in a meter in the kitchen by the door to the hall.
- The hot water is switched on in the left hand kitchen sink cupboard. **PLEASE TURN OFF AFTER USE.**
- Cleaning materials: the key for the broom cupboard hangs on a hook in the kitchen below the wall units. There is a vacuum cleaner available for use. Please keep the cupboard door locked at all times to prevent children accessing it. The dust pan and brush are under the sink.
- Please bring your own tea towel. If you use the hall ones , please hang them on the oven door rail to dry after use.
- Please report any damage or problems to the Hall booking secretary 01326 240394 or Chairman 01326 240339
- It is advisable to have a mobile phone for emergencies.

**Terms and Conditions**

- Payment must be received 3 working days before the Hall usage. Your booking will be considered secure once payment is received.
- Cancellation must be 48 hours before the hall usage by contacting either the booking secretary or Chairman. Failure to do so will result in no refund of fees.
- The Hall reserves the right to cancel any provisional unpaid booking.
- Please leave the hall clean and tidy with all chairs stacked tidily at the edge of the hall, away from the electric heaters. Tables should be stacked in the entrance hall.
- Should the Hall require cleaning after use, the charges for the cleaning will be forwarded to the hirer.
- **No bouncy castles allowed.**
- **No children in the kitchen.**

**Please sign below and return the form to the booking Secretary**

**Hirers Signature .....**  
**Date.....**

**Print Name .....**

**Address .....**

**.....**

**Telephone / mobile no .....**

**Hall representative signature.....**

**Date.....**

**Date of Hire From..... To.....**

**Time of Hire From..... To.....**