

# Warham Reading Room hiring documentation

Updated: 01.08.2021

Thank you for hiring Warham Reading Room. In this document you will find:

- **Terms and conditions for hiring**
- **Instructions for hire**
- **Contact details for Trustees**
- **COVID-19 guidelines**
- **Agreement of terms and conditions**

The instructions for hire include how to use some of the facilities at Warham Reading Room and then also a check list for before you leave at the end of your hire.

The terms and conditions for hiring are rules around hiring and our expectations of you as the hirer. You must read and accept before your hire can take place.

We appreciate that this document is lengthy but it is important that as the Hirer that you read this document. You will also find a copy of this document displayed in the foyer for your reference during your hire.

## Hiring Terms and Conditions

The Trustees of Warham Village Trust (charity no. 233576) welcome you, the Hirer, to Warham Reading Room. The Trustees manage Warham Reading Room on behalf of the community of Warham and ask you to help us maintain this community asset.

If the Hirer is in any doubt as to the meaning of any of the following a Trustee should be consulted ahead of the hire. Contact details for the Trustees are included further on in this document.

### Words used in this document

Hirer – the individual or organisation who has taken out the hire

Premises – the building and land that the building is situated

Booking – contract of hire

Period – hire duration



**01328 854254**

[www.warhamreadingroom.co.uk](http://www.warhamreadingroom.co.uk)

[www.facebook.com/warhamreadingrooms](https://www.facebook.com/warhamreadingrooms)

Warham Reading Room address: Warham Reading Room, The Street, Warham, Wells-next-the-sea, Norfolk, NR23 1NH

Warham Village Trust (Reg. Charity No. 233576)

[contact@warhamreadingroom.co.uk](mailto:contact@warhamreadingroom.co.uk)



## Booking Policy

Bookings to hire Warham Reading Room should be made by the Hirer on the website ([www.warhamreadingroom.co.uk](http://www.warhamreadingroom.co.uk)) using the booking form. When completing the booking form you are asked to read the terms and conditions document and to confirm that you agree with the document. We can also accept bookings via email and through Facebook.

Once we received your booking, our Bookings Trustee will be in contact to discuss your booking in further detail and to confirm whether the date you have requested is available. Please note, a booking is not confirmed until notification from the Booking Trustee is received.

Please note the following regarding bookings:

- By booking and carrying out the hire, the Hirer is deemed to have accepted these terms and conditions.
- The Trustees of Warham Village Trust / Warham Reading Room reserve the right to reject any application to book the Reading Room.
- The Trustees of Warham Reading Room may require a damage deposit. The damage deposit will be refunded in full after the event providing that the Reading Room is left in a clean condition and no damage has been caused during the period of the hire.
- If the hirer is wishing to book the Reading Room for a wedding / wedding reception then a £100 refundable damage deposit must be paid in full before the date of hire. Details of this will be provided in the invoice.
- You may require a Temporary Event Notice (TEN) from North Norfolk District Council. Please look at their website and the Government's website to see whether this applies to you hire. If it does, please liaise with us, apply for a TEN and then email a copy to us once you receive it.

## Cancellation Policy

Should the Hirer cancel the booking, the following refunds will be provided:

- More than 14 days before the event – 50% of the hire charge
- Less than 14 days before the event – no refund
- Damage deposits - will be refunded in full if the Hirer cancels prior to the event.

If the hirer is yet to pay for the hire at the time of cancellation, then the following payment will be required:

- More than 14 days before the event – 50% of the hire charge
- Less than 14 days before the event – full payment of the hire charge
- Damage deposits – not required to be paid.



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The Trustees reserve the right to cancel a booking at any time prior to the event and in such cases the full hire charge and damage deposit will be refunded to the hirer. The Trustees do not have to provide a reason for the cancellation.

Warham Reading Room is a polling station. Therefore any booking will be cancelled should the premises be required for a polling station booking.

Regular hires cancellation – regular hires must provide at least 1 months notice. Payment for the notice period will be required even if the hirer does not use the premises during this time period. All cancellations must be given in writing via email to the Bookings Trustee.

## General Conditions

1. The Hirer must:
  - a. be 18 years or older
  - b. accept responsibility for being in charge of the premises
  - c. be present at the premises at all times during the hire period.
  - d. ensure that the number of attendees does not exceed the premises capacity.
  - e. Make full payment (hire charge, damage deposit if requested) in line with the payment dates within the invoice received for your hire.
  - f. Advise the Booking Trustee of their intent to cancel the hire as soon as possible.
  - g. not use the premises for any purpose other than that described in the booking form.
  - h. Obtain a Temporary Event Notice (TEN) from North Norfolk District Council if applicable to your hire.
2. During the hire the following must be adhered to by the Hirer and their guests:
  - a. Treat the premises and its content with respect.
  - b. Do not smoke or vape in the premises or near the entrances.
  - c. Do not bring any of the following items into the premises; straw, hay, candles, glitter and other items which are difficult to clear up.
  - d. Do not use fireworks or Chinese lanterns.
  - e. All children (those under 18) must be supervised at all times within the building and its grounds.
  - f. Do not use external speakers or cause excessive noise.
  - g. Respect our neighbours and community.
3. At the end of the hire:
  - a. The Reading Room must be left in a clean condition.
  - b. All rubbish must be disposed of appropriately by the Hirer. This needs to be taken away from the premises and disposed of in the correct way.
4. Damage and loss:
  - a. the hirer is responsible for any damage or loss caused during the period of hire. The hirer is responsible regardless of who caused this.



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- b. The hirer may be charged for damage or loss which will be agreed by the Trustees and the hirer.
  - c. If an insurance claim is required, the hirer will be required to pay the Insurance excess for the claim.
5. Alcohol and drugs:
  - a. Alcohol must not be served or consumed by any person suspected of being drunk nor to any person suspected of being under the age of 18.
  - b. If alcohol is to be for sale, then the Hirer must get a Temporary Event Notice from North Norfolk District Council and supply a copy to the Trustees via email.
  - c. No illegal drugs may be brought onto the premises.
6. Food and use of the kitchen facilities:
  - a. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
7. Our neighbours and community:
  - a. The Hirer shall ensure that no disturbance is caused to our neighbours or community
  - b. The Hirer shall ensure that there is no violent or criminal behaviour
  - c. Care shall be taken to avoid excessive consumption of alcohol by anyone on the premises. Drunk and disorderly behaviour shall not be permitted on the premises or in its immediate vicinity.
  - d. Noise is to be kept to a respectful level.
8. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises.

### Care of Warham Reading Room

The Hirer must:

- during the period of the hire, be responsible for the care of the Reading Room and its contents.
- not do anything or bring onto the premises anything which may endanger the same or render invalid any relevant insurance policies. Any electrical equipment must have a PAT certificate.
- Be responsible for making sure that the Reading Room is not left unattended and unsecured at any time during or at the end of the hire period.
- Not make any alterations or additions, including the installation of fixtures, to the Reading Room.
- Not attach any placards, decorations or other articles in any way to any part of the Reading Room unless with the prior consent of the Trustees.
- The Hirer shall make good or pay for all damage (including accidental damage) to the Reading Room or its fixtures, fittings and contents.
- The Hirer is responsible for the replacement of any contents lost or stolen.
- The Hirer is responsible for leaving the hall as found.



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## Supervision

- The Hirer is responsible for the actions of all persons using the Reading Room in connection with the Hirer's use of the Reading Room during and following the hire period.
- Orderly behaviour should be maintained, both inside the Reading Room and in the vicinity.
- The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Reading Room, other than for a special event agreed by the Trustees. No animals whatsoever are to enter the kitchen at any time for health, safety and hygiene reasons.

## Use of Warham Reading Room

- The Hiring Agreement allows only the use of the Reading Room and confers no tenancy or other right of occupation on the Hirer.
- The Hirer shall not use the Reading Room for any purpose other than that described in the Hire Agreement.
- The Hirer shall not sub-let the Reading Room.
- The Hirer shall not use the Reading Room or allow the Reading Room to be used for any unlawful purpose or in any unlawful way.

## Licences and Legislation

- The Reading Room does not hold a licence for the sale of alcohol. If alcohol is to be for sale, then the Hirer must get a Temporary Event Notice from North Norfolk District Council and supply a copy to the Trustees via email.
- The Hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries, and copyright.
- The Reading Room does not have a licence for the reception of live television programmes. Live television programmes can be viewed on a battery powered device such as a mobile phone or tablet not plugged into the mains and covered by the user's own TV licence.
- The Hirer shall comply with all conditions and regulations made in respect of the Reading Room by the Fire Authority and North Norfolk Council, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is provided, or which is attended by children or vulnerable adults.
- The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation.
- The Hirer must follow any instructions displayed in the Hall, including Fire Safety. Should these not be followed the Trustees will be at liberty to retain monies held and may make an additional charge.



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## Stored Equipment and Other Property

- The Trustees accept no responsibility or liability for loss of or damage to any stored equipment or other property brought on to or left at the Reading Room.
- All equipment and other property must be removed at the end of each hiring, unless by prior agreement with the Trustees. The Trustees reserve the right to make additional charges for any property not removed.

## Regular Hire

- Hirers will be subject to a probationary period, following which the Trustees may at their discretion decide to renew or cancel the Hiring Agreement.
- Hirers are requested to give the Bookings Officer a minimum of 4 weeks' notice of termination of a Regular Hire of which payment for this notice period must be paid even if the hire is not used.
- Any changes to booking times must be communicated to the Bookings Trustee and agreed.

## Insurance

- During the period of the hire, the Hirer is covered by the Reading Room's insurers against any claims arising out of the negligence of the Trustees.
- Any claims made for accidents or injuries arising out of the activities taking place at the Reading Room are the Hirer's responsibility, as are any claims from local residents for damage to property, or nuisance caused by persons attending the Reading Room.

## First aid and accident book

The first aid kit is located in the kitchen under the bar area.

Should anyone require first aid, please use the first aid kit provided and write the accident in our accident book. Instructions for using the accident book are written on the front cover of the book.

Should anyone require the emergency services, please ensure that you phone 999 as soon as possible.



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## Car park

The Trustees cannot accept responsibility for any damage, loss or accident within the car park.

The car park must be used responsibly.

No children are allowed to be in the outside area of the premises without adult supervision.

## Fire or emergency

Should evacuation be required, the following steps are required:

1. Evacuate the building to the assembly point
2. One nominated person to ensure that all guests are accounted for
3. Call 999
4. When appropriate, please also contact the Trustees.

The premises contains fire extinguishers and a fire blanket which are serviced regularly.

The premises contains fire alarms and details of these can be found at the premises.

## Contact details for Trustees

Telephone: 01328 854254

Email: [contact@warhamreadingroom.co.uk](mailto:contact@warhamreadingroom.co.uk)

Website: [www.warhamreadingroom.co.uk](http://www.warhamreadingroom.co.uk)

Facebook: [www.facebook.com/WarhamReadingRooms](http://www.facebook.com/WarhamReadingRooms)

Please use our centralised contact information for Trustees and not personal/individual contact details.



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## COVID-19 guidelines for Warham Reading Room

Anything included in the COVID-19 guidance overrides any guidelines/systems included in the usual terms and conditions and instructions.

In order to make the Reading Room safe for people who visit and to adhere Government guidelines in response to COVID-19 Coronavirus, the following rules MUST be adhered to.

### NHS Track and Trace

- All hirers must keep a record of the attendee details for each hire.
- This record must include their name, telephone number, date and time attended.
- These records must be kept securely for 21 days following the hire and then destroyed in line with Data Protection guidelines.

In the event that someone tests positive, the hirer will be required to advise Warham Reading Room and vice versa. The hirer will be required to contact all attendees at the time when present with the person who has tested positive. The identity of the person who has tested positive cannot be disclosed unless they have given permission.

### Cleaning

Warham Reading Room will be cleaned between every hire. This will be a full clean including the floor, all touch points, the toilet area, doors and the hand sanitiser stations. The cleaner will wear PPE.

### Fire evacuation

In the event of evacuation, social distancing must be adhered to as much as possible unless this could cause harm to any persons. Social distancing must be adhered to when stood outside at the fire point.

### Face coverings

Although the Government has now made face coverings not mandatory in community centres / village halls, we would request that our visitors wear a face covering when inside the premises. They must also be worn in the outside paved area when entering and exiting the building. If any person is exempt according to Government guidelines then they do not have to wear a face covering or prove the reason for this.



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## COVID-19 guidelines for Warham Reading Room (continued)

### Social distancing

Although the Government have now changed the guidance on social distancing, we would ask that our visitors are mindful of social distancing in order to keep people safe.

This means that all persons who do not live in the same household or who are not in a bubble together should keep 2 metres apart. If 2 metres cannot be followed then this must be at least 1 metre.

### Hand sanitiser

All visitors to the premises must hand sanitise their hands:

- Before entering the building
- Before and after use of the toilet
- If they touch their face
- If they sneeze
- Before exiting the building

### Car park / outside area

- Social distancing should be adhered to in the car park

### Entrance area

- Persons entering the building must queue in the designated area at the two metre markings
- Face coverings should be worn
- Hands sanitiser must be used on entry

### Main foyer

- Please enter the door and then head to the rules area to read these
- Please follow the one way system to enter the main hall
- Please do not congregate

### Kitchen & store room & electrics cupboard

- Please keep touching limited.
- Please clean everything before and after use in the kitchen and store room.
- Please limit the number of people inside each space.

### Main hall

- Social distancing should be adhered to
- Face coverings should be worn – unless doing a sporting activity and agreed with Bookings Trustee

## **COVID-19 guidelines for Warham Reading Room (continued)**

### **Toilet area**

- Anyone using the toilet area must read the rules displayed before entering

### **Equipment / items**

- Must not be shared
- Must be cleaned before and after hire
- Must not be fabric / unable to be cleaned

### **Cash handling**

- Electronic payment preferred is possible
- If cash required, cash handler must wear gloves

### **Events / activities**

- Will be in line with Government guidelines at the time
- Must be agreed with the Bookings Trustee
- Regular hirers must have a risk assessment for COVID-19

### **First aid**

- The first aid kit is stored under the bar area in the kitchen.
- If used, Bookings Trustee must be made aware for cleaning purposes

### **If someone falls ill with COVID-19 symptoms**

- Follow NHS/Government advice at the time
- Person to make hirer aware immediately but from more than 2 metres away
- Closure of Reading Room immediately
- Hirer to notify Trustees immediately so that a full clean can be completed

**ANY PERSONS NOT ADHERING TO THE COVID-19 GUIDELINES ARE NOT PERMITTED TO BE AT THE PREMISES.**

**THE HIRER HAS THE AUTHORITY TO ASK ANY PERSONS TO LEAVE.**

**FOR ANY HIRER FOUND NOT TO BE ADHERING TO THE GUIDELINES – FUTURE HIRES WILL BE SUBJECT TO DISCUSSION AND AGREEMENT BY THE TRUSTEES. THE HIRER WILL BE NOTIFIED OF THE OUTCOME.**



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# Instructions for Hirers

This section of the document explains how to use our facilities and also instructions for at the start and end of your hire.

## Before your hire

- **Agreed date and times** - Please ensure that you are aware of the agreed date and times of your hire.
- **Third parties** - If you have any third parties attending your hire such as hire companies, caterers etc. please ensure that a copy of their public liability insurance is emailed to us.
- **Licensing and sale of alcohol** - Ensure that you have the correct licences in place for your hire. Make sure that you have a Temporary Event Notice from North Norfolk District Council and that a copy has been emailed to us.

## Instructions for areas/facilities

### Car park and outside area

- Cars – these can be parked on the full grass area depending on the number of cars arriving and also whether you are using the grass area as part of your hire. Please make it clear to your guests where to park.
- The Trustees of Warham Village Trust (Warham Reading Room) cannot accept liability for any damage or loss which happens at the premises.
- Children must be supervised at all times by a responsible adult.
- The outside seating can be used as part of your hire.

### Doors and locks

- All doors must be locked before you leave.
- Keys must be used for the correct door only. They are clearly labelled.
- Keys must be returned to the organised Warham Reading Room contact only. This will be communicated by the Bookings Trustee.
- External doors:
  - main entrance - the glass door at the back of the building
  - Old front door – entrance at the front of the building through the porch
  - Folding glass doors – the large folding glass doors along the back of the building
  - Kitchen door – door within the kitchen area



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## **Main door**

- The main door operates electronically.
- The door is therefore sensitive and must be left to open/close on it's own.
- To enter the building, please unlock the door and gently pull it towards you.
- On entrance, please switch the door to your required setting. The switch is above the door.
  - Auto – Door will open with the door pads on the wall.
  - Open – door will remain open.
  - Off – door will only work manually.
- Please make sure that the door is set to off when you leave.
- If the door is left on at the end of your hire or damaged in any way, the cost of the repair will fall to the Hirer.

## **Glass folding doors**

- The keys must be used in the correct order as per instructions attached to the keys kept in the electrics cupboard.
- Each key must be removed before the doors are moved.
- If the doors or keys are broken or damaged, the cost of the repair will fall to the Hirer.

## **Lights**

- Majority of the lights are operated through light switches.
- Please ensure that all lights are switched off before you leave.
- The store room and toilet area have automatic lights.
- External lights:
  - Outside rear sensor light – this will turn on via sensor
  - Outside bollard lights – these are turned on in the electrics cupboard. There is a white switch at the back of the electrics cupboard to turn this on.
  - Outside external light on front/side of building – this is turned on in the electrics cupboard. There is a white switch at the back of the electrics cupboard to turn this on.
- The main hall lights can be dimmed by holding down the switches.

## **Windows in ceiling**

- In the main foyer we have two windows in the ceiling.
- Please ensure the controls on the walls to operate.
- These must be closed before you leave.

## **Hot water**

- The hot water can be switched on in the kitchen next to the microwave.
- This needs to be switched on at least 20 minutes before you need hot water.
- Please ensure that you switch this off after use.



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## Appliances

- The instructions for appliances can be found in the drawer by the hob.
- Please leave the fridge and freezer on.
- The dishwasher can be used but please let the key collector know that you have switched it on so that we can ensure that it is emptied.
- There are instructions for the hob on the wall next to it.
- There is a water urn which can be used.
  - Please fill up with a jug.
  - Ensure that the water urn is placed at the back of the worktop.
  - Please DO NOT place the water urn on the edge of the worktop.
  - Care must be taken when using the urn as the water is extremely hot.
  - Please do not empty the water urn when the water is hot.
  - Children must not use the water urn.

## WiFi/Internet

- The WiFi can be used by attendees of your hire.
- The details of the WiFi including the WiFi name and password can be found on a board in the main hall on the window sill next to the hub.
- Our WiFi should only be used to carry out activities that are not illegal.

## TV

- In the main hall is a TV on the wall.
- To plug the TV in, please use the extension lead in the drawer in the kitchen next to the hob. The TV remote can also be found in this drawer.
- The TV is to be used for media only. The USB ports are on the right hand side at the rear.
- There is no aerial for TV programmes.

## Furniture

- Furniture can be moved for your hire.
- The soft furnishings must not be placed outside.
- When clearing up, please ensure that all furniture is placed back where it was found at the start of the hire.
- Please ensure that all tables are wiped down with antibacterial spray before placing back in the store room.
- Please ensure that all chairs are clean too before returning these to the store room.
- All furniture except the round tables, tub chairs, coffee table and benches must be returned to the store room.
- Please ensure that the store room is kept tidy.
- Chairs must not be stacked more than 6 chairs in a stack.



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## **Rubbish**

- Rubbish from your hire must be taken away with you.
- This includes the bins in the kitchen and the toilets.
- Please provide your own bin bags.
- Mixed glass can be placed in the village bottle bank on the pub car park.

## **Noise**

- Noise during your hire must be kept to a minimum to respect our neighbours and community especially late at night.
- Loud music must not be played after the agreed time with the Bookings Trustee.
- When leaving the premises noise must be kept to a minimum to respect our neighbours and community.

## **Stored equipment**

- Chairs and tables can be used by our hirers.
- You can also use our hoover and mop in case of a spillage / mess. This must be used by an adult.
- All other items in our store room must not be used. We store equipment for our regular hirers and this cannot be used by anyone except them.
- We cannot accept responsibility for any equipment in the store room.

## **Decorating**

- Decorations must only be placed on the provided hooks in the main hall.
- No permanent decorations or alterations can be made.
- Decorations must be discussed with the Bookings Trustee.
- If any damage is caused by decorations, the cost of repair will fall to the Hirer.
- No blu tack or tape can be placed on painted walls.



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## **At the START of your hire - checklist**

- ✓ **Unlock the main door and set the door on the correct setting.**
- ✓ **Check around the building to make sure everything is ok. Any issues must be reported immediately.**
- ✓ **Turn on the hot water if needed.**

## **At the END of your hire – checklist**

- ✓ **Tidy up from your hire.**
- ✓ **Ensure that the place is clean and tidy.**
- ✓ **Return all tables and chairs to the store room tidily.**
- ✓ **Remove all rubbish from the bins in the toilets and kitchen.**
- ✓ **Ensure that all lights are switched off.**
- ✓ **Ensure the hot water, hob, urn and any other appliances you have used are switched off.**
- ✓ **Ensure that the ceiling windows are closed fully.**
- ✓ **Ensure all taps aren't running.**
- ✓ **Ensure the store room is tidy.**
- ✓ **Check around to ensure everything is ok.**
- ✓ **Ensure all doors are locked.**
- ✓ **Switch the main door to off and lock the door.**
- ✓ **Return the keys as arranged.**



**01328 854254**

[www.warhamreadingroom.co.uk](http://www.warhamreadingroom.co.uk)

[www.facebook.com/warhamreadingrooms](https://www.facebook.com/warhamreadingrooms)

Warham Reading Room address: Warham Reading Room, The Street, Warham, Wells-next-the-sea, Norfolk, NR23 1NH

Warham Village Trust (Reg. Charity No. 233576)

[contact@warhamreadingroom.co.uk](mailto:contact@warhamreadingroom.co.uk)



## Accepting the terms and conditions

Ahead of the hire, a copy of this document will be provided to the Hirer.

How to accept the terms and conditions:

- If booking through our **website**, you will tick to agree to this document as part of the booking form.
- If booking through **email, Facebook, telephone or any other method**, you will agree to this document via email.
- If booking and **you do not have access to email or our website**, a paper copy will be provided to you. You will be sent two copies; one for signing and returning ahead of the hire date and one for you to keep.

If you are agreeing to the terms and conditions via a paper copy, please sign below to say that you have read the terms and conditions of hiring and that you accept these terms and conditions:

As the Hirer, I have read this document and agree to the terms and conditions of hire.

Signed: .....

Print Name: .....

Date: .....



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