

Conditions of Hire

Eton Wick & Boveney Village Hall

Eton Wick Road, Eton Wick,
Windsor SL4 6LT



The facilities are located on the first floor of the building. There is a lift for disabled use only.

The hall is available for hire between the hours of 9am and 11.45pm and has a seating capacity for 100.

If the hirer is in any doubt as to the meaning of the enclosed, or for further details, please contact the Booking Secretary:

Mrs Margaret Everitt
42 Tilstone Close
Eton Wick, Windsor
SL4 6NG

Telephone: 01753 863616

Facilities

Staging
Main Hall
Small Hall
Kitchen
Lift for disabled
Parking
Heating/air conditioning ~ please press button to activate on arriving and de-activate on leaving

Equipment

Urn
Kettle
Fridge
Cooker
Microwave
Smoke Alarms
Fire Alarms
Noise limiting equipment
100 chairs
16 tables 6ft long x 27 inches wide (182cm x 68cm)
5 other tables

THE HIRER:

- Shall not sub-let
- Will be responsible for the supervision and care of contents and the behaviour of all persons using the premises.
- Note that the careful use of Blu Tack is preferred, please refrain from using Sellotape on the walls.
- Shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Any contents temporarily removed from their usual positions properly replaced, otherwise a charge may be made. A **SECURITY DEPOSIT** will be retained should any damage or loss occur.

If **THE HIRER** wishes to cancel the booking before the date of the event the agreed deposit is non-refundable.

DOORS – Ensure all internal and external doors are locked when you leave the premises to validate the insurance.

REFUSE - can be put in the large container located at the side of the premises (by the library).

BALLOON CYLINDERS – The hirer **MUST** take away these cylinders when leaving the hall and not leave them in our refuse bins.

LIQUOR LICENCE - Please inform us if you intend to apply for a licence to sell alcohol.

BOUNCY CASTLES are not permitted due to low ceilings.

NOISE LIMITING EQUIPMENT – has been installed. Should the music become too loud the equipment (which is situated on the wall facing the stage) will flash a warning – if the noise level isn't reduced the electricity supply will cut out.

PIR LIGHTING – The stairway, chair & table storeroom and toilet lights are controlled by PIR on and off. They are currently set to 10 minutes to allow time to leave the area. Please turn all other lights off (i.e. in Main Hall, Small Hall and Kitchen) when you leave the building.

NO SMOKING – It is against the law to smoke in these premises. **Smoke activates the alarm system to summon the Fire Brigade. Please refrain from using smoke machines at parties.**

DOGS - shall not be brought into the hall (guide dogs exempt).

**The lift is available for disabled use only.
Large items, such as disco or display equipment,
must not be transported in the lift.**

THE MANAGEMENT reserve the right to cancel bookings with notice, should unforeseen circumstances occur.

Availability of Keys

Prior to your hire date, and to access the building on the day of your event, please arrange collection of the keys. Contact:

Mrs Joan Neighbour
40 Eton Wick Road
Eton Wick, Windsor
SL4 6JL

Telephone: 01753 867009

Please ensure the keys are returned on the same day of hire.

www.Etonwickvillagehall.co.uk

Eton Wick Village Hall is a Registered Charity Number 300261