

# ALDERTON PARISH COUNCIL

Village Hall, The Street, Alderton, Woodbridge IP12 3BL  
Telephone No. 07749 138762 – Email to: clerk@aldertonsuffolk-pc.gov.uk  
Website: www.aldertonsuffolk-pc.gov.uk

## VILLAGE HALL

### Terms & Conditions of Hire

- The capacity of the hall is 40 people seated, 60 standing.
- Hire charges are £10 for the first hour and £5 per hour thereafter. If the hall is being used for a charity event there is no hire charge but there will be a charge to cover the cost of utilities, to be agreed at the time of hiring.
- Electricity used to be charged at cost as per Smart meter. Gas heater charged at £3.00 per hour.
- Pool table usage is not included in the hire package. If required please advise the clerk beforehand as additional terms and conditions must be read and signed.
- Hirers must be 18 years old and it is the responsibility of the hirer to ensure proper use of the hall and its contents and that all persons using the village hall conduct themselves in a safe manner and ensure. All persons attending are considered to be under the supervision of the hirer.
- No loud music or noise after 11p.m and the premises must be vacated by midnight. Exceptions for special occasions may be considered by application via the clerk
- Vehicles are only to be parked in the car park at the front of the village hall.
- The village hall is a non-smoking and non – vaping area.
- Do not affix anything to the walls.
- Check the provided facilities at the start of the hire period, any problems report to the clerk.
- In the unfortunate event that any problems or damage occurs report to the clerk. All damage and breakages must be paid for.
- **Ensure that the hall is left in the condition you find it – clean, lights and heating turned off and property secure. Place the key in the post box.**

NB. General waste (grey wheelie bin) - Recycling (blue bin) - Located outside the kitchen door. All glass bottles must be removed for recycling by the hirer.