



## ‘House rules’

We have some basic house rules which help us keep this important village asset looking nice and in good order for other users.

We have kept them as short and simple as we can – and some are conditions of our insurance.

Do help us by sticking to these House Rules, and please leave the Hall in the same condition as you find it. Thank you

This short summary is intended as ‘easy to read’ guidance and does NOT replace our more detailed Standard Conditions of Hire which represents the formal hire contract. (See relevant section of our website).

- The agreed fee should be paid before the hire date (payment details are on the invoice).
- Hirers must be over 18.
- The capacity of the Hall to meet Fire Regulations is 100 people – this mustn’t be exceeded.
- Please let us know about any breakages or any problems with the building and equipment. Damages and breakages will need to be paid for.
- Please don’t use sellotape or blue tack on the paintwork.
- No naked flames – that includes candles!
- Please don’t drag things across the wooden floor, to avoid scratching it. (That includes stacks of chairs, and tables).
- Please let us know **beforehand** if you plan to use the back kitchen/cooker.
- Please ask us **beforehand** if you plan to bring ANY electrical items into the Hall
- Please ask us **beforehand** if you want to use the Hall sound system or keyboard
- Please arrange any heating requirements **beforehand** and we will sort the timer – please don’t alter the heating settings and on no account interfere with the boiler.
- If you need to use the ‘loop’ system for the hard-of-hearing please ask for the instructions
- If you plan to sell alcohol (or include alcohol in any ticket price or ask for donations) then you will need to organise a Temporary Events Licence from Arun District Council – we can advise on this.  
(Not needed if you’re serving it free).
- Please leave the new padded red chairs in the Hall (we have some blue plastic ones that can be used outside – just ask).
- You are welcome to use crockery, cutlery & glasses etc – but do wash up and put things away afterwards.
- This is a quiet rural village and we aim to be good neighbours – this means
  - No music or sound systems *outside* without prior discussion and agreement
  - Events should end, and the Hall vacated, by 11pm
- Any locked cupboards contain things you shouldn’t need.
- If you have too much rubbish to fit in the bins within the Hall then please take it away with you.
- Close up carefully when you leave, (to keep the building secure)
  - Check the servery water heater and kitchen cooker are both off.
  - Remove all of your perishable things from the fridges and freezer
  - check all doors and windows are fully closed (including the fire exit by the servery)
  - turn off the lights (especially the lights in the toilets, which often get left on).
- Return the key as arranged.

We aim to be flexible and accommodating so if any of these House Rules upset your plans or if you have any queries please let us know and we’ll aim to find a workable solution.

Contact us on [enquiries@slindoncoronationhall.com](mailto:enquiries@slindoncoronationhall.com) or call 01243 814777.