

CONDITIONS OF HIRE  
CORPUSTY & SAXTHORPE STATION BUILDING

Hirers of the Station must be over 18 years of age, a minimum of two responsible adults must be in attendance throughout the period of hire and the Station may not be sub-let during that period.

To hire the Station contact the Bookings Clerk, Caroline Randell, [caroline.randell@hotmail.co.uk](mailto:caroline.randell@hotmail.co.uk) or 07528 149835

During the period of hire

1. The station is available for hire between 8am and 11.30pm only. Only the hirer and/or helpers may be present between 11.30pm and midnight for the purposes of clearing up and cleaning.
2. The named person on the booking form is the hirer and as such is responsible for the station and its contents. The hirer should take reasonable steps to ensure the minimum of disturbance to residents living nearby on arrival, during the event and on departure.
3. Cars must be parked in the car park.
4. Nothing may be brought into the station which is either flammable, dangerous or illegal.
5. No smoking is allowed anywhere inside the station building.
6. The following activities are not permitted as part of your hire: gaming, betting or lottery and any raffles must be drawn during the event.
7. Any damage done to the station or its contents must be reported to a member of the village hall committee.
8. The grounds belonging to the village hall are maintained to a good standard and inspected for potential risks regularly. However, hirers must take care and consider any potential risks if they are using the grounds.

Safety Regulations

9. Fire appliances should be kept in their designated places and not used for purposes other than firefighting (e.g. propping doors open)
10. Any accident involving personal injury must be entered in the Accident Book (kept near the first aid box).
11. Any electrical items brought onto the premises must be in good working order.

Cancellation

12. Should a hirer have to cancel a hiring, repayment of the fee shall be at the discretion of the village hall committee. Such conditions as lateness of cancellation will be taken into account.
13. Should a hiring be cancelled by the village hall committee a full refund will be given. However, the village hall committee can accept no liability for any consequential loss incurred by the hirer as a result of cancellation.

Leaving the Premises

14. Please leave the station **clean and tidy**, the **lights and heaters off**, (emergency lights will stay on), and the **windows and doors closed and locked**. Failure to do so will incur the loss of your deposit.
15. Please leave the fridge empty and take all rubbish away with you.