

# Boston Spa Village Hall CIO

## Registered Charity No 1194792

### INFORMATION FOR HIRERS

#### MEETING ROOM

- Entry to the Hall** Via digi-lock code which will be given on the email from Hallmaster attaching the invoice. The code opens both front doors, but you should access the Hall using the front **left-hand** door for the Meeting Room.
- The room is located on the left-hand side just before the Lantern Room.
- Invoice** Will be sent out the beginning of the month of hire or earlier if requested.
- Payment** Payment is requested direct to our Bank account; details are included on the invoice. Payment should be received at least 24 hours before the date of hire.
- Cancellation** If you need to cancel the booking, we ask for at least 7 days notice. Cancellation after this time may incur a cancellation charge.
- Wi-Fi Code**
- |          |                         |
|----------|-------------------------|
| Username | Boston Spa Village Hall |
| Password | BSPAVH99                |
- The Wi-Fi strength is good.
- Heating** The room should be at an ambient temperature as we set the heating system in conjunction with our bookings.
- However, if you find it too hot the radiators do have thermostats so can be turned down but please ensure that they are put back on when leaving for the next hirer. Also, if you open any windows, please ensure that these are closed before you leave.
- Lights** Light switches are just as you come into the room. Please remember to switch all the lights off when you leave.

**Tables and Chairs**      There is a meeting table and chairs located in the room.

**Refreshments**      On a Tuesday, Wednesday and Thursday there is a Community Café which is located just inside the front right-hand door. Users of the meeting room will have to go out of the front left-hand door to gain access as the Main Hall may be in use by another hirer. The Community Café is run by Wetherby in Support of the Elderly and offers an excellent choice of drinks, snacks and lunches and is well worth a visit.

**Rubbish**      Please ensure you put your rubbish in the blue wheelie bin in the car park

**Emergencies**      If you have any emergencies, please email [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com) or telephone 07595 499739.