

# **Boston Spa Village Hall CIO**

## **Registered Charity No 1194792**

### **INFORMATION FOR HIRERS**

#### **LANTERN ROOM**

<b>Party Bookings</b>	Children's party times are 4-hour slots to ensure hirers have sufficient time for setting up and clearing away afterwards. There is however a special rate for parties – 4 hours for the price of 3 hours.
<b>Entry to the Hall</b>	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 <b>left-hand</b> door for the Lantern Room
<b>Invoice</b>	Will be sent out the beginning of the month of hire or earlier if requested.
<b>Payment</b>	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.
<b>Cancellation</b>	If you need to cancel the booking, we ask for at least 7 days notice. Cancellation after this time may incur a cancellation charge.
<b>Wi-Fi Code</b>	Username      Boston Spa Village Hall Password      BSPAVH99
<b>Heating</b>	<p>The hall should be at an ambient temperature as we set the heating system in conjunction with our bookings.</p> <p>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.</p>
<b>Lights</b>	Light switches are just as you come into the room. Please remember to switch all the lights off when you leave.
<b>Tables and Chairs</b>	There are plenty of chairs in the Lantern Room for you to use. There are also several red tables stacked at the bottom end of the room. Please put the tables back in this place after use. Additional table and chairs are available in the Store Cupboard.

**Kitchen**

The large kitchen is situated at the other side of the Main Hall. This can be accessed using the double fire doors from the corridor into the Main Hall if there is no letting on at the time required. If there is a letting on, then access can be via the right-hand front door and through the café.

There is an oven and hob and a small fridge (please do not use the larger fridge as this belongs to WISE Café)

You can use any cups, plates and cutlery that are in cupboards that are **not** marked as WISE property.

Please do not use the coffee machine or any cups that are on top of this machine as these belong to WISE.

There is a water heater for boiling water which will need turning on as soon as you arrive to heat the water. Please remember to turn this off when you leave. Alternatively, there is a kettle which you can use.

There is also a small kitchen through the door at the bottom of the Lantern room. This does not have cooking facilities but can be used for drink preparation. This kitchen is shared with the Jubilee room so may be sometimes already in use.

**Cleaning**

Please leave the room clean and tidy.

There are sweeping brushes, mop and bucket and a cleaning trolley in the Store Cupboard which is located on the left-hand corridor.

There should also be black bin bags in the Store Cupboard.

Please bring your own tea towels to dry and kitchen utensils that are used.

**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.