



18 High Street
Halberton
Tiverton
Devon
EX167AF

HALBERTON VILLAGE HALL

Charities Number: 300845

Function Booking Policy

Reviewed January 2023

- The function must be booked by a person **18 years or older**.
- The function must be **stewarded by responsible adults** within a ratio of four to six people per person (This obviously applies to children's parties and functions).
- **No alcoholic drinks** must be consumed or purchased on the premises by any person under the age of 18 and legal permissions must be obtained from **Mid Devon District Council** for the sale of alcohol.
- A **returnable deposit of £250** is required to be paid before the booking is agreed.
- **Chairs, tables and stage** blocks must be returned to the positions in which they were found.
- If the **kitchen is used** all cutlery, pots and pans and crockery must be cleaned, dried and put away in the cupboards as found.
- Please **take home any unconsumed drinks or food** and do not leave in the fridges for others to clear out. **Recycle items in the labelled containers. We are environmentally friendly and aware.**
- Be sure to return **radiators valves** to their original settings. **To conserve energy and be environmentally friendly.**
- **Turn off all lights** before leaving the building. **To conserve energy and be environmentally friendly.**
- **Please** check all toilets and turn off lights in those facilities. Ensure all doors are closed and not propped open when leaving. Please take non-recyclable waste away. **We are environmentally friendly and aware.**
- **Lock internal and external doors** before returning hall keys to the Bookings Secretary.

Halberton Village Hall Trustees have discussed and agreed the above policy.

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