

Barley Village Hall

Dear

Barley Village Hall – Year ended 31st March 2019

Thankyou for choosing Barley Village hall for your activity and we acknowledge your continued support over the last financial year.

We would like to thankyou for returning the Hall to good order after your sessions and to remind you, as we remind all users, that the chairs and tables must be returned to where they were found and the Village hall must be left clean and tidy before you leave. This is particularly important in relation to the kitchen. We would appreciate it if tea towels could be taken home and washed before returning them at your next session. Any rubbish should be removed from the Hall and placed in the correct rubbish or recycling bins located outside behind the iron gate.

The Booking Secretary is now Jeanette Fagan and her contact details are:

Telephone: 01282 697504

Email: jeanettefagan@gmail.com

Please keep Jeanette informed of any changes to your booking, particularly when you wish to cancel a session, as we may be able to re-let the space to another user.

Walkers and fell runners – please consider our carpets and remove muddy footwear before entering the Village Hall.

Heating and Lighting – You will be aware that the cost of energy is constantly rising. Please ensure that the lights are turned off and the heating is turned off in the summer months when you leave the building; in cold weather please return the heating controls to the minimum setting when you leave. Instructions for the heating controls are set out in a notice on the wall of each room.

The Village Hall maintains a combined **Insurance Policy** which includes Public Liability Insurance for Hall users. This covers us for any claim arising from injury to persons or damage to property whilst using the Village Hall. You are responsible for ensuring the safety of yourself, members of your group, visitors and any equipment you may provide while you are in the building. **Health and Safety** notices are displayed prominently and it is your responsibility to read them and ensure you comply with their requirements.

In the light of unavoidable **increases in basic costs** such as heating and lighting, water, insurances and the need to maintain the fabric of what is an aging building, the Committee has had to review the costs that are passed on to users. The revised cost of your session will be £ with effect from January 2020. Current payment terms remain the same. Charges will be reviewed on an annual basis.

Parking – we all know that parking can be a challenge in Barley. We have had some difficulties recently with Village Hall users parking without care directly outside the Hall. Please avoid this wherever possible, use the council Car Park (it's only a £1) and respect our neighbours. If you must park by the Hall front door, please ensure your car does not block the road so that emergency vehicles, farm vehicles and cars belonging to local residents can get by.

Finally, the Barley Village Hall Committee would like to ensure that everyone who uses the Hall will have a good time and enjoy themselves! Please provide feedback on how you rate the facility and, if appropriate, how we could improve your experience.