

# Soulbury Parish Hall

High Road, Soulbury, Bucks, LU7 0BT

Wi-Fi router name: ParishHall Password: Jan159357#

## **Making a Booking:**

- To check availability for your booking dates, please click on the below link and complete the request form:

[Soulbury Parish Hall Booking Request Form](#)

- Once, you have been advised if your dates are available, please make an online payment to:

Soulbury Parish Council

Sort Code: 20-03-18

Account No: 30837911

Then please email [soulburyparishhall@gmail.com](mailto:soulburyparishhall@gmail.com) to advise payment has been made and what name will appear on the transaction.

- Your booking is confirmed once this payment has been received.

**Please now read the Terms and Conditions of Hire (Page 2)  
and the Checklist for Closing up the Hall after your booking (Page 3)**

**Terms and Conditions of Hire: All confirmed bookings are accepted on the basis of acceptance of the below:**

- The booking cost is £10 per hour which runs from collection of the keys until their return. Therefore, please allow time in your booking for setting up your event and tidying up afterwards.
- Adults must always supervise children – we ask that children remain in the function room and not in the porch or outside the building.
- Please be aware of the noise level – music/entertainment must be turned down if requested. We do not wish to spoil your enjoyment, but noise must be kept to a minimum as the hall is situated in a residential area.
- The hall and kitchen must be left clean and returned to its original condition Please adhere to attached checklist.
- Please do not use adhesives, staples, drawing pins and other products which may damage surfaces, fixtures and fittings.
- Security – please ensure that all reasonable precautions are taken to safeguard your guests and their possessions, the premises and its contents.
- In the event of cancellation, your payment will be returned if we are notified more than 48 hours prior to the event.
- Any outside equipment brought in for functions is not covered by our insurance policy. Please ensure that any equipment to be used has been sufficiently covered by any public liability or other appropriate insurance.
- Fire Exits: During use of the hall both doors must be unlocked at all times in case of fire and access to both must be clear.
- Any damage incurred during the booking must be rectified / paid for by the hirer
- Strictly no Smoking or Vaping the Hall.

### **Post Booking Checklist**

Before you leave, please ensure the following:

1. Turn heating thermostat to zero.
2. Close Window in Male toilet.
3. Check the toilet area is clean.
4. Turn off lights.
5. Close the toilet doors and sliding door.
6. Un-plug and empty kettles and water urn.
7. Un-Plug and clean the Microwave if used.
8. Turn off “Water Heater” on the wall near the kettles.
9. Wash up Cups, Plates, Spoons, etc and put away.
10. Clean sink.
11. Empty Dustbin.
12. Put unused milk in the fridge.
13. Empty refrigerator of your food and drinks.
14. Put unused Tea, coffee, biscuits in small storage area.
15. Clean work surfaces, Sweep Kitchen floor area.
16. Turn Kitchen light off.
17. Stack Chairs neatly in storage area.
18. Place tables in same storage area.
19. Turn off light in both storage areas.
20. Close the sliding door to both storage areas.
21. Sweep the Main floor area.
22. Red chairs go on the back wall near the projection screen.
23. The main hall lights are switched on/off from near the chair storage area.
24. Check the spotlight on the side of the hall is off, this is controlled by the light switch by the door.
25. Check porch light is off, is controlled by the light switch by the door.
26. Lock door leave the keys as instructed.

**Many thanks!**