

(16) The Halls have a Keyboard, a P.A. system, a full stage lighting system, in the main hall, also a drop down screen for projection use, if the lighting system or stage lights are required this is to be discussed with the management (as a charge of £20-00 may be made).

(17) The Woodmead Halls Management Committee shall not be responsible for any loss or damage to any equipment, or damage done by this equipment in any way, It is the responsibility of the hirer to provide their own insurance to cover both public liability and any damage caused to the Halls, or the equipment brought into the Halls for the event been held.

(18) Electrical equipment brought to the Halls must have a Portable Appliance Test mark and hirers may be asked to produce this.

(19) No cooking or heating appliances, fireworks or smoke making machines to be used in the halls.

(20) **IMPORTANT** if any of the above conditions e.g. chairs, tables, not put returned to storage, halls or kitchen not clean, a charge for the necessary work to be carried out will be made.

(21) **Important** The Halls are community Halls and therefore needed on occasions for this purpose, plus public meetings etc: the Management Committee therefore reserve the right to cancel bookings, or move bookings between halls when this is essential, this will be done as little as possible, and with due consideration to all users.

General information.

Approximate size of rooms.

Main hall. Excluding stage. 8.8 Mtrs x 17 Mtrs.

Small hall. 8.0 Mtrs x 5 Mtrs

Stage. Front 6.5 Mtrs x depth 5.4 Mtrs

Dressing rooms (2) 4.0 Mtrs x 3.0 Mtrs

Crockery sufficient for 130 place settings available.

4 ovens, 1 hot cupboard, 1 fridge, 2 microwaves in kitchen.

Licensed Capacity. Main Hall, all events 250. people

“ Small Hall, all events 75. people

Seating capacity Large Hall 250

Small Hall 50

I hereby confirm that I have read the conditions laid down by the Management Committee and agree to abide by them.

Signed.

Date.

Organiser.

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1st Supervisor

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2nd Supervisor.

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Please Keep For Your Reference.