

# **Bishop Sutton Village Hall**

## **Storage Policy for Hirers of the Hall**

Hirers are welcome to store items in the village hall with the prior written (email) agreement of the Village Hall Committee. The Committee will allow hirers to store items in the hall subject to the following conditions: -

1. A nominal charge (paid in advance) to store items in the village hall may be required
2. The storage does not impact on the enjoyment, safety or well-being of other hall user, staff or volunteers
3. There is sufficient space to store the item and it is connected to the hire of the hall
4. All items are stored entirely at hirers risk. The Committee cannot take responsibility for the security of stored items
5. No items/material that is flammable, corrosive or otherwise unpleasant can be stored within the hall
6. Items stored must affix an identity label on the outside of the locker (whether it is padlocked or not) showing the owners name and contact details, together with the date the label was affixed. Items must be removed when the hire is completed. The Committee reserve the right to remove items that do not carry the identity required or are not removed promptly when requested
7. Event organisers who are required to cater for their guests are free to use the kitchen for storing food, drink, etc. prior to the event. However they need to bear in mind that the hall is used by many hirers and therefore the Committee cannot be responsible for the security of any food or perishable goods left unattended. All food and perishable items must be removed from the hall at the conclusion of the event.
8. The Committee reminds hirer's catering for events that food hygiene and safety is their responsibility