



Silverdale Village Institute

Established 1908

Registered Charity No. 1014665

Spring Bank, Silverdale, Carnforth, Lancashire, LA5 0RJ

RULES FOR THE USE OF THE INSTITUTE BUILDING AND FIELD 2021

1. ROOM RENT (includes field) £8.00 PER HOUR
2. ROOM HIRE TO BE PAYABLE TO THE SILVERDALE INSTITUTE
3. NOTHING CAN BE STORED IN THE BUILDING WITHOUT PERMISSION
4. THE ROOM (S) MUST BE LEFT IN A CLEAN STATE FOR THE NEXT HIRER
5. THE KITCHEN MUST BE LEFT IN A CLEAN STATE FOR THE NEXT HIRER
6. KEYS ARE THE RESPONSIBILITY OF THE USER GROUP OR HIRER
AND SHOULD NOT BE USED OR GIVEN TO ANYONE ELSE.
7. MAKE SURE THE LIGHTING IS SWITCHED OFF,, THE HEATING IS LEFT IN AUTOMATIC MODE, AS DESCRIBED ON THE NOTICE BOARD, AND THE HALL IS LOCKED. AUTOMATIC MODE FOR THE HEATING IS INDICATED BY THE LIGHT ON THE HEATING CONTROL BEING BLUE.
8. REGULAR USER GROUPS MUST HAVE THEIR OWN PUBLIC LIABILITY INSURANCE.
9. REGULAR USER GROUPS WHICH STORE THEIR PROPERTY IN THE HALL OR OUTBUILDINGS NEED THEIR OWN INSURANCE FOR THOSE ITEMS.
- 10.. IF THE KEYSAFE IS USED TO OBTAIN THE KEYS. THE KEYS MUST BE RETURNED TO THE SAFE AS SOON AS THE SESSION HAS FINISHED. THERE WILL BE A £15 CHARGE FOR KEYS THAT ARE NOT RETURNED. INSTRUCTION WILL BE SENT OUT ON RECEIPT OF COMPLETED BOOKING FORM.