

# Stoke Bishop Village Hall

## Additional Booking Conditions for Outside Caterers

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### 1. General Conditions

- Outside caterers are permitted **only if the Hall is completely cleared and vacated by the end time stated on the booking form.**
  - A **£200 cash deposit** is required and will be returned in full **if all conditions are met.** This helps us maintain smooth transitions between bookings and minimise disruption to other users.
  - The Caterer must **agree set-up and clearing up times in advance** with the Hall Booking Secretary. These may differ from the event time.
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### 2. Responsibilities During and After the Event

A **designated Responsible Person** must be present and is accountable for:

- Ensuring all food, equipment, and personal items are removed from the Hall.
  - Returning all furniture and equipment to their proper places.
  - Sweeping floors and cleaning any sticky or dirty areas.
  - Turning off lights, securing all windows, and **locking the Hall** on departure.
  - Leaving the heating **on (in winter months)** as instructed.
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### 3. Use of Hall Equipment

- If using the Hall's **crookery or cutlery**, please wash everything in the dishwasher, dry, and return items neatly to the cupboards.
  - The **kitchen must be left clean and tidy** after use.
  - The Hall **does not provide glassware** and there are **no corkage fees.**
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### 4. Removal of Items and Waste

- All items brought into the Hall — such as tables, chairs, decorations, glasses, crookery, and cutlery — must be **removed before the end of the hire period.**
  - **All leftover food, rubbish, and recycling must be taken away.**
  - The Hall's wheelie bins **must not be used.**
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### 5. Deposit Return

The £200 deposit will be refunded once the Hall has been checked and all conditions above are confirmed as met.