

Wenhaston Village Hall Application for Hire Revised 31/05/2011

Event

Date of Event

Time of Event: fromam/pm toam/pm Hours

Setting-Up Time: fromam/pm toam/pm

Entertainment provided by

Bar provided by

Name

Address

.....

..... Postcode

Telephone Mobile

Email

I have read, understand, and will comply with the conditions and scale of charges.

I enclose a non-refundable cancellation deposit fee of £50.00

or I enclose payment in full of £..... (Please see below for calculating the full amount of your booking).

I enclose a separate refundable security cash deposit of £100.00

(Please note: This will be returned to you after your event providing all is well).

(Please make all cheques payable to 'Wenhaston Village Hall')

Signed..... Date

We are unable to issue reminders, so please ensure that you make your final payment no later than four weeks before your event.

Please return this form with your payments as soon as possible to the Booking Clerk:

Booking hours @ £..... per hour £.....

Booking hours @ £..... per hour £.....

Bar Charge £10.00.....

Sub Total (if paying in full) £.....

Less cancellation fee (if paying as a deposit) - £50.00.....

Remaining Balance (to be paid no later than four weeks before your event) £.....

Date Balance Due/...../.....

How did you find out about Wenhaston Village Hall?

Community News Website Used premises before Other.....

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Wenhaston Village Hall Revised for 2011

Welcome to Wenhaston Village Hall - we are pleased that you have chosen our Hall, and hope that you enjoy using its facilities.

It is a public building used by a variety of organisations, and for a number of different functions. We have as few rules as possible, but ask you to adhere closely to them - they form part of the conditions of hire and are in the interests of maintaining effective health and safety procedures. Please read them carefully.

Terms & Conditions of Hire

We regret we are unable to let the Hall for public Discos for adults where tickets are sold on the door. This does not apply where tickets are sold in advance of events or for private events. Children's discos private functions only.

As a Hirer of Wenhaston Village Hall, you agree:

1. To ensure the following Attendance Limits are maintained:

- i. Dancing (240)
- ii. Linked seating (200)
- iii. Seated around tables (160)

2. Before the start of an event, to make yourself, and any stewards, aware of the location of Emergency Exits - which must be left clear. Please refer to the floor plan for details.

3. To leave the Hall premises as you find them. If not satisfied with the condition at the beginning of the hiring period, you should register this immediately with the Booking Clerk or the Chairman 01502 478708.

4. To be held responsible for the cost of making good any damage occurring to the Hall or its contents during the hire period.

5. Licensed Functions:

i. To comply with all relevant legal requirements and to be held responsible for any breach.

Sale of Alcohol: Sunday - Thursday 12noon - 10:00pm

Friday - Saturday 12noon - 11:00pm

New Years Eve until 1:00am

Music: Sunday - Thursday 12noon - 10:30pm

Friday - Saturday 12noon - 11:30pm

New Years Eve until 1:30am

ii. To ensure no one less than 14 years of age is allowed in the Bar Room.

iii. To comply with insurance conditions, no alcohol, food or drinks will be stored in the Hall overnight.

iv. Consumption of alcohol is prohibited in the Foyer, Toilets, Car Park and Kitchen.

v. The license holder reserves the right to inspect the premises during the event to ensure that all aspects of the licence are adhered to as stated.

6. To ensure that the sale of any electrical goods complies with current consumer legislation.

7. To ensure that no alcoholic prizes are offered to those under age at Raffles.

- 8.** Smoking is prohibited in all areas of the the building. Smoking bins are available outside.
- 9.** All functions must finish by 11:45pm at the latest, in order to comply with the Public Entertainments License - (New Year's Eve is an exception).
- 10.** As a hirer of Wenhaston Village Hall you will have use of a spare key for the duration of your hire period. You are therefore responsible for the security of the Hall during this time. You must ensure that the Hall is supervised or kept locked throughout the hire period.
- 11.** If at the end of your hire period you fail to return the key due to loss, you will be liable for the cost of replacing and fitting new lock and cutting of new keys.
- 12.** At the time of booking a non-refundable Cancellation Fee as shown on the Scale of Charges will be paid. This will offset against the Hire Charges, the balance of which will be due no later than four weeks before the event.
- 13.** A Refundable Security Deposit, as shown on the Scale of Charges is to be paid (with balance) against damage / poor cleanliness (to facilitate refunds, we ask that this be paid in cash or by a separate cheque from the balance of your Hire Charge). If you are not using the services of the Hall Cleaner, a member of the Hall Management Committee will check the Hall after the event, and this deposit will be refunded to you provided the Hall has been left in a satisfactory condition.
- 14.** Only basic first aid facilities are provided.
- 15.** Please note: private functions are covered under Wenhaston Village Hall Public Liability Insurance. Hirers for commercial events must provide their own Public Liability Insurance.
- 16.** Failure to ensure final payment of your balance reaches the booking secretary in time may result in cancellation of your event.
- 17.** Completion of the hire form does not automatically guarantee your booking. This is only an application to hire the premises.
- 18.** Wenhaston Village Hall Management Committee reserves the right to terminate the booking agreement at any time, without refund of money, especially if the behaviour of any user is considered unacceptable or if the number of users exceeds the attendance limits.
- 19.** If circumstances beyond the control of Wenhaston Village Hall Management Committee prevent the availability of the premises, all payments made will be refunded.

WENHASTON VILLAGE HALL

Scale of charges with effect from 1 January 2012

	COMMERCIAL & PRIVATE [NON VILLAGE]	AFFILIATED GROUPS	PRIVATE [RESIDENT OF WENHASTON] 20% discount
Community Room 8.00 am to 11.45pm	£8 per hour	£4 per hour	£6.40p per hour
Main Hall 8.00am to 11.45pm	£16 per hour	£6 per hour	£12.80p per hour
Affiliation Fee		£25 per year	
Automatic Bar Charge	£10		£10
Cancellation Fee [Non-refundable]	£50		£50
Refundable deposit	£100		£100

Spare chairs and tables etc are available for private hire outside of the Village Hall.

Please note: No charge applies when used in conjunction with the Hall premises.

Hire of spare chairs - 10p each

Hire of spare tables - 50p each

Cutlery Hire - Donation

Crockery Hire (any breakages will be charged for) - Donation

Hire of Village Hall car park - Donation

Hire of Bunting - Donation