

NETHER WHITACRE VILLAGE HALL

BOOKING FORM AND CONDCTIONS OF HIRE FOR CARAVAN RALLIES

DATE OF FUNCTION _____
CARAVAN CLUB _____
CONTACT NAME _____
EMAIL _____
TELEPHONE NO _____
ADDRESS _____

FOR OFFICE USE

DATE RECEIVED _____

DEPOSIT RECEIVED _____

DEPOSIT C/F _____

NUMBER OF CARAVANS EXPECTED _____

HALL HIRE (*THE HALL, COMMITTEE ROOM AND KITCHEN MUST NOT BE USED UNLESS ON HIRE*)

MAIN HALL – DAY & TIMES.....

COMMITTEE ROOM – DAY & TIMES.....

WHOLE VENUE.....

*Minimum charge applies of £50 per night
THE HALL MUST ALSO BE HIRED FOR AT LEAST 1 NIGHT*

<u>FEES PER NIGHT</u>		<u>CHARGES</u>	
HOOK UPS	£5	HIRE OF MAIN HALL	£13 PER HOUR
HOUR	£4.50	HIRE OF COMMITTEE ROOM	£9 PER
WHOLE VENUE ALL DAY	£130	CROCKERY & CUTLERY HIRE	
£20.00			
(includes crockery & cutler)			
<small>(MAXIMUM OF 4 HOOK UPS)</small>			

DEPOSIT £50.00 NO BOOKING WILL BE CONFIRMED UNTIL SUCH TIME THAT A BOOKING FORM IS RECEIVED ALONG WITH THE DEPOSIT. A CHARGE OF £25 FROM THE DEPOSIT WILL BE NON-REFUNDABLE SHOULD THE BOOKING BE CANCELLED GIVING LESS THAN 60 DAY NOTICE AND NON REFUNDABLE IF LESS THAN 28 DAYS, UNLESS THE FACILITY CAN BE RE-LET. DEPOSITS CAN BE CARRIED OVER TO FUTURE BOOKINGS

I hereby agree that any damage caused by anyone at my event will be paid for in full.

The Village Hall Committee reserve the right to refuse hire of the hall to any prospective user at any time up to the date of the hire.

Signature: _____ Date: _____

Please return this page with deposit (payable to Nether Whitacre Village Hall)
to Ayesah Ali, Booking Secretary, 10 Station Road, Whitacre Heath, B46 2EH
Telephone 07923921524 or email: nwvillagehall@gmail.com

Please take a copy for your own records

KEYS
**PLEASE PHONE THE BOOKINGS SECRETARY PRIOR TO YOUR EVENT TO MAKE
ARRANGEMENTS FOR KEY COLLECTION**

**SECURITY NOTICE – ALL CHAINS AND LOCKS MUST BE REMOVED FROM
EMERGENCY EXITS BEFORE USE AND MUST BE REPLACED ON LOCK UP**

SMOKING

In accordance with the Health Act 2006 and regulations made thereunder, smoking is prohibited in all public places. Any person who breaches this provision will be asked to leave the premises. The Village Hall Committee may refuse future bookings to the Hirer if this legislation is broken.

WARNING

You can be prosecuted for running a bar without a court license. If in doubt contact Police website for further information.

SECURITY

Chains and locks must be removed from emergency doors before use and must be replaced when locking up. Please check all windows are closed, lights are switched off and front door and gate are locked securely

HEATING AND HOT WATER

Heating for the main hall is controlled by two meters on the stage. They take £1 and £2 coins. 1 meter controls half the heaters and both meters will provide maximum heat that will last for approx. 20/25 minutes.

Heating for the small room is controlled by the £1 meter in the kitchen combined with a switches by the electric heaters in the small room.

Hot water for the kitchen and toilets is controlled by the £1 meter in the kitchen and the emersion heater switch in the same location.

LIGHTING

Toilet lights are on a timer

Car Park light is on a sensor

Main Hall – lighting switches are located on the right as you enter the main hall. The large row of switches control the strip lights. The 3 switches are for the up lighters, you can hold down these switches to control dimming.

Coloured/flashing stage lighting needs a control fob available from the booking secretary

TABLES AND CHAIRS

Chairs must be stacked no more than 10 high at the back of the hall

Folding tables MUST be stored back on the stage after use

CLEANING

Cleaning materials are available in the cupboard in the kitchen and must be left clean

Carpets must be vacuumed if needed

All floors and surfaces MUST be left clean

All rubbish must be placed in black bins outside the kitchen

Cookers and fridge left empty and clean

YOU MUST PROVIDE YOUR OWN TEA TOWELS

Please ensure toilets are left clean and tidy ready for the next user

UPDATED December 2019

Access	Toilets are available to site users at all times, but kitchen facilities are to be used only when hall or committee room is on hire
Outside taps	Taps are situated, one at front of building (stop cock in ladies toilet), other at road side of building (stop cock under sink in men's toilets)

If the meters trip, the switches can be found in the small storeroom behind the stage at the rear of the kitchen.