

NETHER WHITACRE VILLAGE HALL – CHILDRENS PARTY BOOKING FORM

C/O BOOKING SECRETARY – Ayesah Ali, 10 Station Road, Nether Whitacre Nr Coleshill
Warwickshire B46 2EH Tel 07923 921524 email nwvillagehall@gmail.com

DATE OF PARTY

CONTACT NAME

CONTACT ADDRESS

.....

TELEPHONE NUMBER

START TIME (including set up) FINISH TIME

HIRE RATES

£35 for four hours hire to include set up and break down times

The hire is for the MAIN HALL and KITCHEN ONLY the small committee room MUST NOT be used Full payment is required to secure booking

No refund will be given if less than 21 days CANCELLATION unless the venue can be re let.

I hereby agree that any damage caused by anyone at my event will be paid for in full. I agree that I will read and understand the conditions of hire enclosed. 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 hire.

Chqs payable to Nether Whitacre Village Hall. BACS payments possible but only by prior arrangement with the booking secretary Lloyds TSB 30-92-18 acc. 16450760

KEYS MUST BE COLLECTED FROM THE ABOVE ADDRESS AT THE TIME OF THE FUNCTION

SIGNED..... DATE

PLEASE SEND ALL CORRESPONDENCE AND PAYMENTS TO THE ADDRESS ABOVE

TERMS OF HIRE

ALL CHAINS AND PADLOCKS MUST BE REMOVED FROM THE EMERGENCY EXITS BEFORE USE AND MUST BE REPLACED ON FINISH. THIS INCLUDES THE FRONT DOOR AND BARRIER

All windows must be closed and all lights switched off. Lights in the toilets and the car park are on a sensor.

No smoking within the building allowed at any time

A licence must be applied for if running a bar

No pins or adhesive tape to be used on walls or floor that will leave marks

HEATING for the main hall is run from 2 meters on the stage taking £1 or £2 coins. Approx. 20-25 minutes of heat is given per £1. Hot water is also controlled from the kitchen meter along with the immersion heater switch located on the wall.

TABLES AND CHAIRS – Tables used from the stage must be replaced clean and stacked neatly. All orange chairs must be stacked no higher than ten per row at the rear of the hall. Tables in the committee room must be left clean and tidy with the chairs neatly around the edge of the wall

CLEANING – you must provide your own drying towels. Mop buckets and cleaning materials are available in the large cupboard in the kitchen. All Floors and surfaces MUST be left clean. Rubbish bags MUST be removed from the hall and placed in the black bins outside.

Cooker and fridge to be left empty, turned off and clean

Toilets must be left clean

HIRE OF CROCKERY AND CUTLERY

If you hire a key will be given for the metal cupboard. All white crockery and all metal cutlery MUST be returned to the cupboard after use and the door LOCKED.

Any breakages, cleaning issues or problems with the hall must be reported back to the booking secretary to be addressed before the next hirer

PLEASE BE RESPECTFUL TO OUR NEIGHBOURS AT ALL TIMES

SIGNING THE BOOKING FORM WILL ACKNOWLEDGE YOUR ACCEPTANCE AND COMPLIANCE OF THESE TERMS OF HIRE