

NETHER WHITACRE VILLAGE HALL
BOOKING FORM AND CONDITIONS OF HIRE (NON PARISHIONERS)

DATE OF FUNCTION -

FUNCTION

CONTACT NAME –

EMAIL

TELEPHONE NO

ADDRESS

FOR OFFICE USE
DATE RECEIVED _____
DEPOSIT RECEIVED _____
DEPOSIT C/F _____

START & FINISH TIMES

Payment can be made by Chq payable to Nether Whitacre Village Hall or by BACS to lloyds TSB
Account number 16450760 sort code 30-92-18

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 to Ayesah Ali, Booking Secretary, 10 Station Road, Whitacre Heath,
Coleshill, B46 2EH Telephone 07923 921524 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 AND SECURITY NOTICE
ARRANGEMENTS MUST ALSO ME MADE REGARDING THE BALANCE OF PAYMENT**

**Access to set up during the day may not be possible due to other bookings but please check with
the bookings secretary to make arrangements**

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

**PLEASE DO NOT USE PINS OR ADHESIVE THAT WILL MARK OR DAMAGE
THE WALLS AND FLOOR OF THE HALL**

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. The fans can be used to push the heat down.

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

PLEASE BE CONSIDERATE TO THE VILLAGE HALL NEIGHBOURS