

NETHER WHITACRE VILLAGE HALL

BOOKING FORM AND CONDITIONS OF HIRE (NON PARISHIONERS)

DATE OF FUNCTION:

FUNCTION:

CONTACT NAME:

EMAIL:

TELEPHONE NUMBERS:

ADDRESS:

START TIME: _____ FINISH TIME: _____

OFFICE USE ONLY

Date Received:

Deposit Received :

Balance due:

Date balance paid:

£9.00 per hour Committee Room

£13.00 per hour Main Hall

£15.00 per hour Whole Venue

£130.00 Whole venue all day to include crockery & cutlery

£20.00 Hire of crockery & tea towels

£25.00 Deposit to secure booking – balance to be paid before event

CHQS PAYABLE TO NETHER WHITACRE VILLAGE HALL – BACS LLOYDS BANK SORT CODE 30-92-18 AC 16450760

DEPOSIT

No booking will be confirmed until such time that a booking form is received along with the deposit.

A charge of £15 from the deposit will be non-refundable should the booking be cancelled giving less than 60 days notice and no refund if less than 21 days notice, unless the facility can be re-let

I hereby agree that any damage caused by anyone at my event will be paid 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 or receipt of bacs to
Andrea Clayton, Booking Secretary,
40 Middle Lane, Nether Whitacre, Warwickshire B46 2HY
Telephone: 07740861005 or email: nwvillagehall@gmail.com

[Please take a copy for your records](#)

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

NETHER WHITACRE VILLAGE HALL

IMPORTANT INFORMATION AND CONDITIONS OF USE

KEYS

PLEASE PHONE THE BOOKINGS SECRETARY PRIOR TO YOUR EVENT TO MAKE ARRANGEMENTS FOR KEY COLLECTION.
ARRANGEMENTS MUST ALSO BE MADE REGARDING THE BALANCE PAYMENT

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 is locked securely.

SMOKING

In accordance with the Health Act 2006 and regulations made there-under, 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).

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/ committee room is controlled by the £1 meter in the kitchen, combined with the switches by the electric heaters in the small/committee room.

Hot water for the kitchen and toilets is controlled by the £1 meter in the kitchen and the immersion 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 controls 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**.

DUE TO PREVIOUS COMPLAINTS WE ASK THAT DOGS ARE NOT LEFT TO BARK UNATTENDED IN CARS.

PLEASE NOTE THAT DUE TO COVID THERE IS ALSO A COVID-19 RISK ASSESSMENT FORM WHICH IS TO BE COMPLETED AND SIGNED BY THE HIRER OF THE VILLAGE HALL BEFORE HIRE IS AGREED.

ALSO THERE IS A SUPPLEMENTAL SPECIAL COVID-19 CONDITIONS OF HIRE IN ADDITION TO THE ABOVE CONDITIONS OF HIRE.

BY SIGNING THE BOOKING FORM YOU ARE AGREEING TO THE CONDITIONS OF HIRE

PLEASE COLLECT/RETURN KEYS AND SEND CORRESPONDANCE TO THE BOOKING SECRETARY

ANDREA CLAYTON: 40 MIDDLE LANE, NETHER WHITACRE, WARWICKSHIRE B46 2HY

TELEPHONE: 07740861005 or EMAIL:nwvillagehall@gmail.com