

NETHER WHITACRE VILLAGE HALL



BOOKING FORM AND CONDITIONS OF HIRE FOR CARAVAN RALLIES

Date/Time arrive _____ Date/Time leave _____

Caravan Club Name _____

Contact Name _____

Contact Number _____

Contact Email _____

Contact Address _____

FOR OFFICE USE

DATE RECEIVED

DEPOSIT RECEIVED

BALANCE DUE

DATE PAID

Number of Caravans expected _____ @£5 per night (minimum charge applies £50 per night)

The Hall **MUST** be hired for at least one night.

The Hall, Committee Room & Kitchen **MUST NOT** be used when not on hire.

Hire Rates	Tick required	Times required
Committee room only @ £12 per hour		Start _____ End _____
Main Hall only @ £15 per hour		Start _____ End _____
Kitchen only @ £10 per hour		Start _____ End _____
Kitchen add on to hall £5(one off additional charge)		Start _____ End _____
Whole Venue @ £20 per hour		Start _____ End _____
All Day Hire £130 per day		Start _____ End _____
Crockery hires from £20		Start _____ End _____

No booking will be confirmed until such time that a completed booking form is received, along with the required deposit. A charge of £25 from the deposit will be non-refundable should the booking be cancelled giving less than 60 days notice and full deposit non-refundable if less than 28 days. Deposits can be carried over to future bookings.

Cheques payable to: **Nether Whitacre Village Hall**

Bank Transfer to: Lloyds Bank sort code **30-92-18** Ac No: **16450760** (proof required)

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

I hereby agree that any damage caused by anyone at my event will be paid for in full and that by signing this form I have read and agreed to the conditions of hire.

Signature _____ Date _____

Please return booking form and proof of payment to:

Andrea Clayton – Booking Secretary Telephone: 07740861005

40 Middle Lane, Nether Whitacre, B46 2HY email nwvillagehall@gmail.com

PLEASE PHONE THE BOOKING SECRETARY PRIOR TO YOUR EVENT TO ARRANGE KEY COLLECTION

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

ANY EQUIPMENT BOUGHT IN BY THE HIRER MUST HAVE A VALID PAT TEST

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 **10 high X 15** across 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 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

PLEASE ENSURE THAT BOOKING TIMES ALLOW ENOUGH SET UP AND CLEAR/TIDY UP TIME

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