

Nether Whitacre Village Hall

General Booking Form & Conditions of Hire

Date of function: _____ Start time inc setup: _____ Finish time inc clear up: _____

Function Type: _____

Contact Name: _____

Address: _____

Email address: _____

Contact number: _____

Tick required facilities

| | |
|---|--|
| Committee room @£12 per hour..... | |
| Main Hall @£15 per hour..... | |
| Kitchen only @£10 per hour..... | |
| Kitchen use with hall @£5 one off addition..... | |
| Whole Venue @£20 per hour..... | |
| Whole venue all day @ £130..... | |
| Crockery Hire from £20..... | |

Office use only

Date received:

Amount due:

Deposit received:

Balance due:

Date balance paid:

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

CHQS payable to Nether Whitacre Village Hall.

Bank Transfer to Lloyds Bank Sort Code 30-92-18 Account 16450760 (proof to be sent with booking form)

Deposit & booking form

No booking will be confirmed until such time that a completed booking form is received along with proof of 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 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 and by signing this form I have read and agree to the terms and conditions of hire.

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

Signature: _____ Date: _____

Please return this form and proof of deposit to

Andrea Clayton – Bookings Secretary

40 Middle Lane, Nether Whitacre, B46 2HY

Telephone: 07740861005 email nwvillagehall@gmail.com

PLEASE TAKE A COPY FOR YOUR RECORDS

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