

# Nether Whitacre Village Hall

## Children's Party Booking Form

**£45.00 Special Rate**

**Bouncy Castles welcome** with valid insurance /at hirers risk

Date of party: \_\_\_\_\_ Start inc set up: \_\_\_\_\_ Finish inc tidy: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

A special package for children's parties includes a four-hour slot on either **Saturday or Sunday**, times available are **10am to 2pm, or 2pm to 6pm only**.

Any extra set up or breakdown times may be available at the regular room hire rate and must be booked prior to the event.

The Hire is for the main hall and kitchen use **ONLY**; the small committee room must not be used.

No booking will be confirmed until such time that a completed booking form is received along with proof of payment.

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

Cheques payable to Nether Whitacre Village Hall.

Bank transfer **Proof required to be sent with booking form**

Lloyds Bank **Sort Code:30-92-18** Account name: **Nether Whitacre village Hall** No:**16450760**

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.

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

**PLEASE TAKE A COPY FOR YOUR OWN RECORDS**

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](mailto:nwvillagehall@gmail.com)

FOR OFFICE USE ONLY

DATE RECEIVED

DATE PAIYMENT RECEIVED

# 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**