



ENQUIRY & TERMS & CONDITIONS

Registered Charity 304068

A warm welcome to Southtrepps Village Hall and thank you for choosing our facility for your function.

Our main aim is to provide an attractive, well maintained, self-financing and easy to use amenity which is a catalyst for regenerating the life of the community through the provision of a wide range of facilities and events.

To this end we have provided you with a user-friendly handbook (located in the kitchen) and a range of clear instructions to make your use of the hall and its facilities as easy as possible. All we ask is you leave the premises as you find them, with everything where it should be, as this helps us keep down costs and keep the hall affordable for everyone in the village.

Have a great time!

HIRER DETAILS

Name of hirer:

Responsible Person

Contact Address

Telephone

Mobile

Email

BOOKING DETAILS

Event Start Date

Event Start Date

How long would you like to hire the village hall for?

Half Day Hire – AM (9am – 12pm)

£8 per hour = £24

Half Day Hire – PM (12pm – 5pm)

£8 per hour = £40

Day Hire (9am – 5pm)

£8 per hour = £64

Evening Hire (5pm – 11pm)

£8 per hour = £48

Full Day Hire (9am – 11pm)

£8 per hour = £88

Weekend Hire (Sat 9am till Sun 5pm)

£8 per hour = £176

Other: _____

Are there other requirements?

Bar

Catering

Bar & Catering

Other: _____

BOOKING CONDITIONS & INFORMATION

Responsibility and Charges

Southrepps Village Hall Committee reserve the right to charge a cash deposit of up to £150 for each booking.

1. The responsible person is defined as the person who supervises the event in Southrepps Village Hall.
2. The hirer will be responsible for leaving the hall in a condition not inferior to the condition of the hall on arrival.
3. The full hire fee will be chargeable in the event of a cancelation less than 7 days prior to the booking.
4. Southrepps Village Hall committee cannot be held responsible for any equipment, materials belonging to other organisations stored in the Village Hall.
5. Southrepps Village Hall Committee reserves the right to levy additional charges should the hall not be left in a satisfactory state.

Furniture

The village hall provides ample tables and chairs for your event. We ask that:

6. Tables should be returned to following positions:
 - a. 10 tables in the north east corner and 10 tables in the south east corner.
7. Chairs should be stacked at either end of the hall in stacks no higher than 6 chairs.
 - a. Do not drag chairs across the floor as they can scratch the wooden floor, there are chair trolleys available.
8. Small tables should be stacked on the stage.
9. Stage curtains should be left **closed**.
10. Window curtains should be left **open**

Cleaning

The hall should be returned in the same clean condition as you found it.

1. All floors should be swept (brooms and mops are available in the cupboard to the left of the stage.)
2. **All bins should be emptied and your rubbish taken away with you. The committee decided on this action to keep hire costs down and your co-operation is appreciated.**
 - a. A charge of £10 will be made for disposal of any rubbish left in the hall or car park after your event.
3. Kitchen should be left clean and tidy with everything put back in it's relevant cupboards etc. There should be no washing up left – relevant equipment is provided for washing up.
 - a. The cookers should be left clean and without food residue.

Safety

Your safety is paramount in our venue and it is the Hirer's responsibility that their own safety as well as those persons attending is ensured.

- a. The responsible person must ensure that emergency exits are not obstructed.

- b. The responsible person must make those persons attending the event fully aware of what to do in case of fire. See emergency evacuation instructions posted in the hall.
- c. NO SMOKING – it is illegal to smoke on these premises.
- d. Naked flames – please ensure that any candles are held in fire resistant vessels.

Noise

Please remember that the village hall is in a residential area.

- a. Music played in the hall must be at a volume so it is inaudible at a distance of 40 m from the hall. Doors and windows should be kept shut.
- b. Please keep noise to a minimum when leaving.

On leaving

It is the Responsible Person’s role to ensure that the village hall is left in the condition it was when first entering. To ensure the safety of the village hall please ensure:

Kitchen

- 1. Switch off the water heater (switch located right hand side of the sink)
- 2. Empty the water boiler, kettles and remove the bung from the dishwasher and clean as per instructions on the wall behind the dish washer.
- 3. Return crockery etc to where you found it.
- 4. Turn off ovens at main switch
- 5. Ensure back door to kitchen is closed and windows closed.
- 6. Please close kitchen door on leaving.

Main Hall

- 1. Patio doors are locked with curtains open
- 2. Back door (leading to car park) is closed
- 3. All lights in hall are switched off.
- 4. Main hall doors are closed.

General

- 1. Turn off all lights with the exception the car park flood light which is PIR controlled.
- 2. Ensure that all taps are turned off in the toilet areas.
- 3. Entrance doors (both of them) are closed.
- 4. Return the key to the Vernon Arms.

I confirm that I have read and accept these conditions as the *Responsible Person* on site throughout the event.

Print Name. Signed

Date.....