

CROFT VILLAGE HALL

BOOKING FORM

The Village Hall is available for hire subject to the conditions printed overleaf. The Parish Council reserves the right to refuse any request to hire the Hall. Charges for commercial groups may vary from those printed below and will be subject to negotiations with the Parish Council.

FULL NAME OF HIRER Mr/Mrs/Miss/Ms/ _____

ORGANISATION _____

ADDRESS _____

POST CODE _____

E-mail address _____ Contact tel no _____

DATE/S REQUIRED _____

TIMES REQUIRED _____

NATURE OF EVENT _____

Will bar facilities be required YES/NO

If YES please give full name and address of the publican supplying the bar

Will the monitor cables be required for the session? YES/NO

Contact number _____

I apply to use Croft Village Hall as detailed above. I undertake to comply with the Conditions of Hire printed overleaf and to pay the agreed Hire Charges.

Signature _____ Date _____

HIRE CHARGES

HIRE OF HALL (3 rooms and kitchen) _____ £8 per hour or part hour

USE OF COOKER _____ £3 per session

CROFT VILLAGE HALL – CONDITIONS OF HIRE

- 1 The Hirer will be responsible for the proper use of the Hall and its facilities
- 2 The Hirer will pay the cost of making good, to the satisfaction of the Parish Council, any damaged caused to the building, furniture, utensils or apparatus during the time that the Hall is being used.
3. The Hirer will be responsible for leaving the Hall and any equipment clean and tidy at the end of the hiring. Any damage caused during the hiring or any dissatisfaction with the state of the hall should be reported to Cllr Sophie Drury on croftvillagehall@gmail.com, on 07903022191 or to the Caretaker immediately.
4. The Hall cannot be hired to persons under the age of 18 years of age.
5. When the Hall is hired for use primarily by persons under the age of 18 years the hirer must ensure that a responsible adult is present and in charge at all times.
6. No personal or organisation may sub-let the Hall.
7. No articles or apparatus may be permanently fixed to any part of the Hall without the prior permission of the Chair of the Parish Council.
8. All booking enquiries are to be made to the Cllr Sophie Drury, on croftvillagehall@gmail.com Or 07903022191. Booking forms should also be returned to Cllr Drury by email. It is in the interest of the hirer to confirm the booking as soon as possible. You will receive confirmation of the booking.
9. Keys will not be available to Hirers. The Hall will be unlocked for you before your event and locked after it. Hirers wishing to gain access outside agreed “hire times” should make suitable arrangements at the time of booking.
10. A cancelled booking may result in a charge of 50% of the hiring fee.
11. In the event of unforeseen circumstances rendering the Hall unusable, the Parish Council reserves the right to cancel a booking. The booking fee will be returned in full.
12. The Parish Council reserves the right to refuse further bookings from any person or organisation that fails to comply with these Conditions of Hire.
13. The definition and interpretation of these Conditions of Hire is deemed to be that of the Parish Council.
14. Payment should be made to the Croft Village Hall account as soon as possible to confirm the booking.

Account name	Croft Village Hall
Sort code	30-97-67
Account number	00471723
Reference	your surname and date of booking e.g. Smith 011225 for Mrs Smith at 1 st December.

NB Hirers are expected to comply with all legal requirements concerning gambling, the sale of alcohol the playing of music , etc.

PLEASE NOTE: SMOKING OR VAPING IS NOT PERMITTED IN ANY PART OF THE HALL.

When arriving and leaving please be as quiet as possible and considerate of our neighbours, thank you.

The hall dimensions are

Main room - 10 x 4.8m with a small extension, which is carpeted, measuring 5 x 3.64m. The height of the hall is 2.7m to the lights. This is suitable for most bouncy castles.

There is also a large fully fitted kitchen with a fridge freezer, dishwasher, cutlery and a large range of cups, saucers, mugs, plates, glasses and pans. The kitchen has a hatch to the smaller committee room, which is ideal for setting up small tables and a buffet table if required.

There is also a small quiet room with books, music and toys.

There is a monitor in the small committee room if you wish to hook up a laptop for music or photographic display.