**Culmstock Village Hall – Request to Hire, Hire Fees and Terms of Hire (amended Nov 2018)**

**Please complete and return pages 1 & 2 by email (preferred) to** **culmstockvh@gmail.com** **or if necessary by post to: The Treasurer, Culmstock Village Hall, 1, Pearly Cross, Culmstock EX15 3JA**

**Please complete this section in full**

|  |  |
| --- | --- |
| Booking for Private event |  |
| Booking on behalf of an Organisation |  |
| Contact Name & telephone number  |
| House name /number |  |
| Locality |  |
| Postcode |  |

**Please complete as required, including your own set-up and clear-up time**

|  |
| --- |
| **If booking for regular weekly or monthly meetings, state the frequency and the first and last dates required together with meeting times, otherwise complete for individual date/s.** *Need more lines? Click enter with cursor outside right hand column* |
| **One off event/s**  | **Weekly** | **Monthly** |
| **Date**  | Time: From  | To  | No. of hours  |
| **Date**  | Time: From  | To  | No. of hours  |
| **Date** | Time: From  | To | No. of hours |
| **Date** | Time: From  | To | No. of hours |
| **Please indicate which area/s of the Village Hall you require**  |
| Hall: YES | Meeting room | Kitchen:  | Whole building  |
| **If using kitchen** | Refreshments only:  | Full catering:  |
| **Stage Lights** | Afternoon | Evening |
| **Any set-up requirements?** *Eg Chairs & tables can be put up as you request for an extra charge, see p 3.*  |  |
| **Will you need any of these** (no extra charge)  | China  | Dishwasher  |
| Tables  | Chairs  |
| **Is any PA or AV equipment required?** Please contact Tom Curtis for details of available equipment. (tomcurtismusicofficial@gmail.com). A charge will be made for special set up. |

**Please complete as appropriate**

|  |
| --- |
| **Use of Alcohol and Performing Licence** is mandatory for any event supplying/selling alcoholic beverages. **Do you require to use this licence** (£10 charge applied for use of the licence)  |
| **If you are bringing any equipment onto the premises** eg small bouncy castle, bubble machine etc **it is your responsibility to ensure adequate Public Liability Insurance, either your own or that of the supplier, to cover accidental damage relating to the equipment. See Terms and Conditions of Hire page 3**  |
| Describe Equipment | Confirm Insurance |

**The Hall is inspected after all events and any damage will be notified to the hirer within 5 working days.**

**It is the hirer’s responsibility to remove all rubbish and to ensure that the premises are left as found.**

I/We undertake to pay in full any damage caused during this period of hire.

I/We have read and understood the Terms and Conditions of hire of Culmstock Village Hall (see p 4) and agree to abide by them.

Signed/Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Receipt of this booking form will be acknowledged with an invoice which should be paid within 5 working days of receipt to confirm your booking.**

July 2018

**CARE FOR OUR ENVIRONMENT**

We are keen not to put more plastic/paperware into the environment so please use the tableware, cutlery and glassware provided in the Hall, there is a rapid dishwasher available.

**Culmstock Village Hall – Hire Charges as from 1 September 2017**

**Main Hall – Other than Youth Groups** Per Hour £ 8.00

**Main Hall – Youth Groups – (Sole Use of Building)** Per Hour £ 8.00

**Meeting Room** Per Hour £ 6.00

**Use of Kitchen for Refreshments (tea, coffee etc)** Standard Charge £ 2.00

**Kitchen – Catering Use** Per Hour £ 6.00

**Sole Use of Building** Per Hour £ 15.00

**Licenced Bar Fee** Standard Charge £ 10.00

**Stage Lighting Usage – Afternoon** Standard Charge £ 10.00

**Stage Lighting Usage – Evening** Standard Charge £ 20.00

**Tables and Chairs setup request** Standard Charge £ 8.00

**A sound system is available for hire and will be set up by our own team. To enquire about costs please contact Tom Curtis (tomcurtismusicofficial@gmail.com).**

**Payment of Hire charges**

**For individual events:**

Charges are due within 5 days of the invoice date which will be issued on receipt of the booking form. Bookings will not be confirmed via the public diary unless payment has been received.

**For regular recurrent events:**

Invoices will be issued retrospectively at intervals agreed by arrangement with the Treasurer.

Please pay by FPO/FPI BACs (Bank Transfer from internet and telephone banking) to the Village Hall Bank Account using a clear reference to your name/event and hire date

**Culmstock Village Hall: Sort Code: 30-98-45 a/c no 52810468**

Otherwise, post a cheque payable to Culmstock Village Hall to

**The Treasurer, Culmstock Village Hall, 1, Pearly Cross, Culmstock EX15 3JA**

July 2018

**CULMSTOCK VILLAGE HALL TERMS AND CONDITIONS OF HIRE (amended Nov 2018)**

**Thank you for your interest in hiring the Village Hall. Please find below details of respective responsibilities in the hiring of this community facility.**

**Please Note: You must allow for any preparation and cleaning time *within* the period of hire. No time is allowed either side of the booking.**

**Our Responsibilities**

Our aim is to ensure that you find the hall in a safe, clean and tidy state when you arrive.

If you require use of china and cutlery, please advise on the Booking Form and we will ensure the cupboard is unlocked for you.

If you require use of the dishwasher, please advise on the Booking Form and we will ensure that it is ready for you.

We disclaim all responsibility for any loss or damage to articles deposited in the hall, and vehicles and their contents in the car park. **All Items Are Left At Owner's Risk.**

**Alternate venue**

The Hall provides the only stage in the Village and if local organisations are rehearsing for performances (eg pantomime) which coincide with other booked regular weekly or monthly clubs/activities, the Hall Management may either request that the regular booking is either deferred/postponed or in some circumstances may suggest a suitable alternate venue.

**Your Responsibilities**

* Please make sure you have notified us if a bouncy castle, bubble machine or similar is to be erected. For your own protection, make sure the supplier of same has public liability insurance cover as we cannot be held responsible for accidents if their equipment is faulty or used inappropriately.
* No smoking of tobacco or drugs; no vaping; no roller blades or skateboards are allowed anywhere on the premises. **No Smoking or Vaping Signs Are Displayed.**
* Please leave the hall and its grounds in the state in which you found them. The Cleaning Cupboard is now left open, please use materials you find there.
* If you wish to run a bar, please either site it in the kitchen, or, if you wish to site it in the hall, allow an hour extra cleaning time in your booking. Always include set up time before the event.
* **Please ensure all toilets have been flushed before you leave.**
* If you use the dishwasher, please switch it off at the end of the event and leave it open. We will clean it.
* If you wash up by hand, tea towels are available in the drawer, please put used ones in the bucket provided. Washing up liquid is also provided.
* Please ensure that you have turned out all the lights and secure the premises when you leave. You are responsible for ensuring that all appliances are switched off, both on the appliance and at the mains.
* **Please take all your recyclable material away from the premises (bottle, cans). Other BAGGED rubbish may be placed in the grey bin outside the back door (NOT school bins please)**

**Children and Teenager Events** **MUST be supervised by a minimum of TWO adults.**

* Please do not let children (or adults!) write on the walls or stick things on with Blutack©, Sellotape© or similar.
* If Haribo© sweets or similar are distributed, please make sure that any dropped are picked up.

**Health and Safety**

* When you arrive please **READ THE FIRE DRILL NOTICE** on the notice board next to the Stage Door, familiarise yourself and attendees with the location of fire extinguishers and emergency exits, making sure these are clear of obstruction throughout your event.
* If you are using Disco or similar electrical equipment, please plug it in on the stage as these sockets have a 'residual current circuit breaker'. No portable gas canisters are allowed on the premises as required by the licensing act 2003.
* **WiFi** is available throughout the building **Network XLN for Small Biz -ZaZ2, password is 37bd28s9**

**Licences**

* Culmstock Village Hall holds a Public Entertainment Licence.
* Alcohol licensing laws must be adhered to – no alcohol to be consumed by people under the age of 18.
* Our Public Entertainment Licence allows up to 200 people at any one time on the premises and grounds, it also states that events must be finished by 11.30pm Sunday to Thursday, and 1.00am Friday and Saturday. Events cannot be held on Christmas Day, Good Friday or any day appointed for public fast.
* We hold a Performance Licence for films, dramatic works and musical plays, under which “150 people seated” is permitted. However, for comfort we advise 120 maximum if the screen is in use. **Numbers must be adhered to for insurance purposes.**

**Cancellation**: A 90% refund of the fee paid will be made if a booking is cancelled more than a calendar month in advance (10% admin fee will be retained). There will be no refund for cancellations made less than a calendar month before the date,  **unless** the event is in aid of a Registered Charity or a parish-based club or organisation in which case one week’s notice of cancellation is acceptable.

**Finally, please leave the premises as quietly as possible in consideration for nearby residents**