

# Walberton Village Hall Private Booking Form

Hiring Fee for this occasion \_\_\_\_\_

Please complete and return a copy of this form with full payment or a deposit of 20% either by cheque payable to Walberton Village Hall or direct bank transfer to: Sort Code: 30-95-09 Account number 00962016, to Walberton Village Hall, The Street, Walberton. BN18 0PJ. In addition, a refundable deposit is required against damage, this should be lodged with management on the day of hire and will be returned uncashed - unless a problem has arisen. The damage deposit on this occasion will be: \_\_\_\_\_

Bookings cannot be held unless this form is returned within 14 days

Name of Hirer \_\_\_\_\_

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

\_\_\_\_\_ Phone No: \_\_\_\_\_

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

Reason for Hire \_\_\_\_\_

Date/s of Hire \_\_\_\_\_ Main Hall / Small Hall

From\* (time) \_\_\_\_\_ To \_\_\_\_\_ Approx No. attending \_\_\_\_\_ (adults/children)

Requirements (Please state approximate numbers):

Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Cups & Saucers \_\_\_\_\_ Dinner Plates \_\_\_\_\_ Side Plates \_\_\_\_\_

Will you use the Stage? YES / NO Do you wish to use the Sound Equipment YES / NO

Will alcohol be sold on the premises? YES / NO

*If it is to be sold it is the responsibility of the hirer to obtain a Licence from the Local Authority*

Will any other equipment be brought into the Hall (e.g. Disco equipment)? \_\_\_\_\_

Do you require the Hall Cleaning service? (£50) YES / NO

I have read and agree to the Conditions of Hire (Overleaf)

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Notes

**Parking:** Hirers of the hall please note that cars can only wait immediately in front of the hall entrance for loading and unloading and must then be moved into the Car Park; the front of the hall must be kept clear for disabled and emergency vehicles.

**Risk:** the following are not permitted inside the Hall for Insurance or Health & Safety reasons: bouncy castles, *except by special arrangement*), inflatables, indoor or outdoor fireworks.

Commercial publicity on the highway is not permitted by the Local Council, who may fine offenders.

\*This is the full duration of your booking. You must include the time needed for setting up and cleaning, etc. Note that 'midnight' means 2359 and you must be ready to leave at that time and no later. Extra hours (if available) may be requested under exceptional circumstances and will be charged accordingly.

**CONTACT:** Manager, Walberton Village Hall, 01243 554448, email: [manager@walbertonvillagehall.org](mailto:manager@walbertonvillagehall.org)

# WALBERTON VILLAGE HALL - Conditions of Hire

1. All hirers of the hall or its equipment shall be deemed to have accepted these conditions of hire.
2. These conditions of hire may be varied at any time. The current version may be downloaded from the Web site at <http://www.walbertonvillagehall.org>
3. Walberton Village Hall Management Committee reserve the right to vary the hire charges and to decline any bookings.
4. Walberton Village Hall Management Committee do not accept any responsibility for the loss of, or damage to, any property brought on to the premises.
5. The Management Committee accept no responsibility if, for reasons beyond their control, the Hall should become unavailable for a confirmed booking.
6. The Management Committee is not liable for any disruptions to your event caused by interruptions to utility & public services beyond its control.
7. The time booked is the entire duration of your usage. Before leaving ensure that chairs, tables and all other equipment are returned to their original places. Any crockery and utensils must be washed and put away and the kitchen left clean and cleared. Any spillages on the main hall floor must be cleaned. Toilets must be clean and tidy.
8. Unless prior arrangements have been made, all property belonging to the hirer or outside caterers MUST be removed at the end of the session. No rubbish or jumble may be left, nor may the kitchen bin be used other than for minor articles of waste. Catering equipment may only be delivered and collected by prior agreement with the Hall Manager.
9. Decorations may only be put up in the hall if attached with 'Blu'tack' or a similar temporary means. Electrical equipment must comply with present regulations.
10. Because of Licensing Laws the Hall Management MUST be informed if you intend to operate a paying bar as there is a limit to permitted licences. An application form should be obtained from the local authority.
11. Users of the hall must keep the volume of noise at a reasonable level so as not to cause annoyance to nearby residents. All activities in the hall must cease promptly at the times stated below.
12. The hall is licenced for dancing, singing, music or similar entertainment ONLY until: Monday to Thursday - 11.30 p.m. Friday and Saturday – midnight. Sunday, Christmas day and Good Friday - 11.30 p.m.
13. On leaving the premises unattended, the hirer must close all windows, switch off the lights and lock all the external doors.
14. Numbers attending public functions (i.e. When tickets are on general sale) must be kept within the following limits: People dining 110, people dining and dancing 135, people as a closely seated audience 250, people dancing 200. Do not exceed the numbers given above as to do so will constitute an infringement of the law.
15. Hirers must make sure they, and other users of the hall, are aware of the location of emergency equipment and exits and that access to the equipment and exits remain unblocked at all times.
16. No cylinders containing gas of any kind may be brought into the village hall.
17. No bicycles, scooters, roller boots, or similar are permitted in the village hall.
18. The stage is to be used for performances only. The stage may not be used under any other circumstances.
19. Bouncy castles and other inflatable play areas – see additional conditions attached.
20. Indoor fireworks are not permitted.
21. By law the whole of the hall is a non smoking area – persons found doing so will be asked to leave and the event taking place may be closed.

## Notes

The car park and playing field are owned by the Parish Council, application must be made to them for use of the playing field,. Any debris left in these areas will be liable to a charge for removal.

Additional Conditions of Hire for Inflatables ('Bouncy Castles') in the Hall

Bouncy castles and other inflatable play devices ('Inflatables' / 'inflatable') are permitted in the hall, provided the following additional conditions are agreed and observed:

1. Inflatables are supervised by responsible adults at all times when in use or inflated.
2. Soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling from the inflatable.
3. The inflatable may not be used by children under 2 years old.
4. Use of the inflatable is restricted to use by age groups: 2 – 6 and, separately, 7 – 12.