

## Treknow Village Hall

### Booking Form and Guidelines/Conditions for hire of the hall

Welcome to our village hall. We hope that it will be an ideal venue to provide activities for the whole community.

We are delighted that you have chosen to hire the hall and the committee will be pleased to provide any help you need to ensure your event is successful. We ask that you take time to read and complete this booking form to ensure the safety and well-being of all hall users. **Booking Form to be completed at least 10 days prior to event. Thank you.**

Name:

Address:

Email:

Tel No:

Date and Time of Hire:

Description of Use:

Estimated numbers attending (**Maximum allowed: Seated 50, Standing 75**):

We require permission to play live/recorded music - yes/no:

### **The following guidelines comply with our Insurance and the Trustees.**

#### **Times:**

A music license is not needed for private events. However, any music should finish at 11.45pm. (We have to consider our neighbours.)

Setting up time – You may be able to access the hall 1½ hours prior to your booked time for setting up purposes which can be flexible. Please ask the Secretary. (Unless this overlaps with a previous booking.)

#### **Use of kitchen:**

Basic hire of the hall includes use of kitchen; including tables, chairs, cooker, fridge, kettle, urn, crockery, glasses and cutlery. Please supply your own tablecloths if required. Please refer to the checklist in the kitchen for do's and don'ts in the kitchen.

**NB: We ask that any food be served in the 'main hall' – not the carpeted area.**

**Thankyou!**

Please note the hirer must be responsible for Food Hygiene. The following link will be helpful to ensure safety of all.

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

### **Electricity and heating**

Background heating is included in the hire cost. All heaters are set to 16 degrees. If increased please make sure the temperature is returned to 16 degrees at the end of your session! The electricity meter near the door has been charged with £20. Please “feed” the meter at the end of your session until it exceeds £20.

### **Damage**

Decorations - you may wish to put up simple decorations for yourselves but we ask you **NOT** to use Blue Tac or Sellotape on the walls. We have provided eyelets in the corners of the rooms for your use. Thank you. Should more complicated decorations or embellishments be required, then please contact the secretary of the village hall. We will do our best to accommodate your needs.

### **Alcohol Consumption / Licenses**

Alcohol may not be sold on the premises without a Premises License. However hirers can consume their own. You can however apply for your own alcohol license (N.B. All licenses can take up to three weeks to obtain) Please speak to the secretary if you intend to apply for any license or need clarification.

### **Children**

The Committee request that CHILDREN MUST be supervised at ALL TIMES, both indoors and outdoors.

### **Accidents**

You will find a First Aid Kit along with an ‘Accident Book’ on the kitchen windowsill. Please make sure any accidents (however minor) are recorded in the book.

### **Rubbish / Recycling:**

Please ensure that you take any rubbish and recycling with you. Many thanks

### **Deposit:**

We ask for a £75.00 deposit on booking (on top of the booking fee) – this will be repaid after your event if there has been no damage, or breakages (within reason) and the **hall is left in a clean and tidy condition.**

### **Cancellation:**

In the event you have to cancel your party, please contact the Secretary as soon as possible.

### **ACCEPTANCE OF BOOKING TERMS AND GUIDELINES:**

I have read the Terms and Guidelines and can confirm that I will be in attendance for the event:

Signed:

Date: