

# Barton under Needwood Village Hall

## Information for hirers

Please read this sheet carefully before completing the booking form

There are four halls/rooms available for hire:

**1 Main Hall** – maximum capacity approximately 200, with direct access to kitchen and small stage

**2 Bill Shingles Room** – maximum capacity approximately 100, also with direct access to kitchen

**3 Robert Douglas Room** – maximum capacity approximately 60, with a small kitchenette opposite (NB The Douglas Room is on the first floor, accessible by both lift and stairs)

**4 Small Meeting Room** – maximum capacity approximately 20, with direct access to a small kitchenette.

Crockery and cutlery is also available for hire – please ask for details

NB Capacity varies depending on seating arrangements – please check with Bookings Secretary for more detail.

### Booking Procedure

Please complete the booking form and return with a deposit of **£75** to secure the booking.

A deposit of **£150** is required if alcohol is to be served. Minimum booking time is one hour. All deposits are refunded after the event, subject to the venue being left in good order and the hire cost being paid in full. Unless specifically requested otherwise, refund cheques will be made payable to the named hirer.

### Period of hire

Hirers must include enough time before and after the event to set up and clear away. For example, if planning a party lasting from 2.00pm to 4.00pm, a hire time of 1.30pm to 4.30pm might be appropriate.

### Access to Hall

The Hall will be opened for you at the time stated on your booking form. If you need to view the facilities before your event, please contact the Bookings Secretary to arrange a convenient time.

### Use of kitchen

A charge of £15.00/£30 (depending on number of users) is made for use of the main kitchen facilities, crockery and cutlery if food is to be served. It is the responsibility of hirers to leave the kitchen clean and tidy after use – failure to do so could lead to retention of deposit. Due to recent curry staining, the management stipulate no runny curry sauces to be served at the premises.

### Use of glasses in the Hall

Please note that, for health and safety reasons, glass is not usually permitted in the Village Hall. The Committee will look at requests to use glasses on an individual basis, if put in writing in advance of the event.

### Health & Safety and Damage limitation

The following items are not to be used in any of the halls: candles, ball-games, paddling pools, sand, sellotape (please use bluetack on the woodwork only), smoke machines and bubble blowers.

### Tables and chairs

Use of tables and chairs is included in the hire charge. Please state clearly on the booking form the numbers required. Hirers are expected to tidy away chairs and tables after use.

### Selling/serving alcohol

The serving of alcohol is permitted, but hirers planning to sell alcohol must advise the Bookings Secretary as early as possible, as the Hall is only allowed a restricted number of such events per year. Hirers must then themselves apply for a licence from East Staffordshire Borough Council.

### **Late night lock-up**

A locking up charge of £30 will be made for events which continue past 11.30pm. The latest time the Hall can be hired to is 12 am.

### **Invoicing procedure**

Wherever possible, invoices will be sent out at least a month before the date of hire. Cheques should be made payable to Barton under Needwood Village Hall. Failure to pay an invoice could lead to entry to the Hall being refused. Please note that hire fees are subject to annual review with any changes to take effect from the 1<sup>st</sup> January.

### **Minimum age for hiring Hall & supervision of young people's parties**

Bookings will only be taken from adults over 18 years old. At events for young people under 18, the Committee requests as a condition of booking that at least one named responsible adult is present for every 10 young persons present, with a minimum of three responsible adults at any time. These responsible adults should remain on the premises throughout the booking and be prepared and able to address any problems of misbehaviour, underage drinking, gate-crashing and wilful damage of property.

Events for young people aged 13-18 will attract a substantial increase in the usual deposit due to the increased risk of damage to property. Please ask the booking clerk for further details.

### **Changes to hiring details**

Please advise the Bookings Secretary as early as possible of any changes to your booking requirements.

### **Refusal of request to hire**

The Committee retains the right to refuse to hire the Hall to any individual or organisation if they feel that it is in the best interests of the Hall.

### **After your event**

It is the responsibility of the hirer to leave the Hall in a clean and tidy condition. Rubbish should be removed by the hirer or left in tied plastic rubbish sacks at the rear kitchen door. Tables and chairs should be stacked and put away as appropriate. **Failure to leave the Hall in an acceptable condition may jeopardise your deposit.**

**SMOKING IS NOT PERMITTED IN ANY PART OF THE HALL – YOUR DEPOSIT MAY BE RETAINED IF EVIDENCE OF SMOKING IS FOUND**