

Bookings Secretary

bookings@wadenhoevillagehall.com

Wadenhoe Recreational Hall Booking Form

Please note:

Dates will be reserved for 14 days, without receipt of a booking form, then cancelled.

Name of applicant:	Contact:	Entered on calendar
Name of responsible person: (if different)	Telephone:	Deposit taken
Address:	Email:	Final balance due date
Postcode:	My event is:	Committee member hall check
	Public <input type="checkbox"/>	
	Private <input type="checkbox"/>	

Date required	Time from	Time to	Hourly Rate	Type of event ^{1 2 3 4}	Total cost of booking £

¹ *BBQs and Hog Roasts are not permitted.*

² *It is the Hirer's responsibility, if alcohol is being sold, to obtain a Temporary Events Notice (TEN) from East Northants District Council.*

³ *Due to the village location, after 6pm we are not able to accommodate amplified music or discos.*

⁴ *Weddings and large celebrations, please ensure you read 'Timings' section overleaf.*

The hall provides excellent value in an outstanding location and we are pleased to see members of the community use it for a variety of events. It is run and maintained by volunteers who live locally, so we ask you to please respect and abide by the following conditions of hire and to sign overleaf to confirm you have read them, then return a copy of this form to The Bookings Secretary.

Hiring Conditions

1. General Cancellations Policy - this is applied at the discretion of The Bookings Secretary:

Notified 8 weeks in advance, no charge.

Notified less than 8 weeks, 50% charge.

Notified less than 7 days: 100% charge.

2. Payment

Our preferred payment method is via BACS transfer to the TSB:

Account No: 02501983 Sort Code:309660

Please use your full name as a reference.

If bank transfer is not possible, please write a cheque payable to 'Wadenhoe Recreational Hall' and post to, The Booking Secretary, 21, Pudding Lane, Wadenhoe, PE8 5FA.

Hiring conditions continued...

3. Weddings & large celebrations

i) Timings:- large events that require set up and clear up time will be required to book the hall for a period of 48 hours @ £500. For example, for a Saturday afternoon or evening event, the booking will commence at noon on Friday, finishing noon on Sunday and this will include a check of the hall by a committee member.

ii) Payment - this will be required in full 3 months in advance of the event, with the addition of a £250 deposit, returnable in full within one week, subject to the above check. Deductions can be made for damage to the hall, lack of cleanliness, missing items and breakages. A checklist will be given to you for use with clear up.

iii) Noise/Music– as stated overleaf, we are unable to accommodate amplified music or discos. If you would like to have any other kind of music, please discuss with The Bookings Secretary.

All other events can be discussed on an individual basis with the bookings Secretary.

4. Numbers

A maximum of 100 (one hundred) persons are allowed in the building at any one time. The hall will comfortably seat 70 people at 25 tables, and up to 100 for a less formal arrangement.

5. Licences

The Hirer is responsible for obtaining licenses as required, e.g. for the sale of alcohol.

6. Clear-up and Rubbish

The Hirer is expected to make good all areas as outlined in the Checklist to be supplied on the day of Hire. All rubbish must be taken away by the Hirer and disposed of within their own domestic waste system.

7. Wash-up and T-towels

Basic washing up items will be supplied. If you are a large event we request you bring additions. T-towels are **not** supplied by the hall.

8. Decorations

No fixings of any kind may be used on the walls and may incur loss of deposit. Hooks have been provided all round the hall for decorations and this can be discussed on viewing.

9. Public Liability Insurance

Hirers running classes are responsible for public liability insurance of all participants in any event and for insuring all properties and equipment belonging to the hirer. Proof of Public liability insurance must be given to The Bookings Secretary prior to the hire period.

10. Car Parking

The car park holds a maximum of 20 cars. Please **do not** park in Church Street or the King's Head car park.

11. Fire risk

The use of naked flames, candles, smoke machines, lasers, pyrotechnics or firework displays are not permissible within the hall or any part of the surrounding area.

12. Smoking policy

The Hirer must ensure that the **No Smoking** policy within the confines of the building are strictly adhered to.

I undertake to reimburse Wadenhoe Recreational Hall for the cost of repairing or replacing any damage, breakage or theft occasioned by reason of my hiring the premises.

I also undertake to leave the premises in a clean and tidy state and note that brushes, dustpans etc are available for this purpose. I am over 21 years old.

I have read and agree to abide by the Terms and Conditions of Hire.

Signature.....Date