



Booking Form

Please fill in the following form, save and return by email to Booking Secretary on: bookings@wadenhoevillagehall.com
Alternatively you can print and send it by post to: c/o Inanda, Church Street, Wadenhoe PE8 5ST

Name:			
Address:			
Post code:		Telephone:	
Email:			
My event is:	<i>Please tick the appropriate box:</i> Public: <input type="checkbox"/> Private: <input type="checkbox"/>		
Date required:	Time from:	Time to:	Type of event:*

* BBQs and Hog Roasts are not permitted.

Weddings and large celebrations, please ensure you read our 'Terms and Conditions' section overleaf.

Calendar & Rates

Please check our Calendar for available dates on our website: www.wadenhoevillagehall.com

Rates:

Monday to Friday: Standard rate is £12 per hour. There is no separate cleaning charge.

Saturday & Sunday: £75 for a half day or £140 for a whole day.

For payment and deposit see our 'Terms and conditions' overleaf.

Terms & Conditions

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 our following conditions of hire and to sign below to confirm you have read them, then return this form to The Bookings Secretary.

1. General Cancellations Policy

This is applied at the discretion of the Bookings Secretary:

Notified 6 weeks in advance, no charge. Notified less than 6 weeks, 50% charge.

2. Payment

This will be required in full in advance of the event, with the addition of a £100 deposit, returnable in full. Deductions can be made for damages to the hall, lack of cleanliness, missing items and breakages.

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, 2 Oaklee Close, Wadenhoe PE8 5SQ

3. Noise/Music

Due to the village location, after 8pm we are not able to accommodate amplified music or discos. If you would like to have any other kind of music, please discuss this 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

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

6. Clear-up and Rubbish

The Hirer is expected to clean all areas on leaving the hall. All rubbish must be cleared away by the Hirer. 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.

7. 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 further with the Bookings Secretary.

8. 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.

9. 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.

10. 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.

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

Signature:*

Date:

* Please type in your full name to sign the form