

SUTTON ST. NICHOLAS VILLAGE HALL, HR1 3SZ

BOOKING PRICES AND INFORMATION

Booking Officer: Ann Burke, Lower House, The Rhea, Sutton St Nicholas,
Hereford, HR1 3BB. Tel: 01432 880202

- All bookings are provisional until a completed and signed booking form has been handed in and a deposit paid. Please note that the hirer signing the booking form must be at least 25 years of age.
- All preparation and clearing time are to be included within the booking period

CHARGES (applicable from 1st January 2018)

The charges are based on an hourly rate (in the table below), depending on the facilities used. The minimum charge period is 1.5 hours.

Main Hall/Joint Hall	Room 1/Community Room	Room 2/Meeting Room	Kitchen
£12.00	£8.50	£6.00	£6.00

There is a regular booking discount of 10% for 10 or more consecutive bookings.

- To hire all the facilities for one day on a sole use basis is £150 (8.30 a.m. – 11.30 p.m.)*
- To hire all the facilities for half day on a sole use basis is £95 (7 hours) *
- The hire for use of all the facilities from 8.00 p.m. on Friday until 12.00 noon on Sunday is £200*
- * **Additional hours will be charged at the relevant rates shown above**
- Children's Party for four hours, Room 1/Community Room plus kitchen is £30, Room 1/Community Room and Main Hall plus kitchen is £40
- The Main Hall is only available in the evening (6 p.m. onwards on weekdays), weekends and school holidays.
- **All use is to cease at 11.30 p.m., with premises vacated by 12.00 p.m.**

Bookings	<ul style="list-style-type: none"> • To be made on Booking Form attached and signed to confirm acceptance of the Conditions of Booking & Hire. ALL bookings are provisional until a completed & signed booking form has been lodged with the Booking Officer • A deposit of £50 is to be paid (cash or cheque) when the booking is made. This will be returned unless the Hall, in the opinion of the Booking Officer, is not left in a clean and tidy state. The Committee also retain the right to withhold some or all of the deposit if necessary (e.g. a hirer has caused nuisance). A Hirer can appeal to the Village Hall Committee if they feel that retention of all or part of their deposit is unfair. • If a single booking is cancelled more than 28 days before the booked date, then the deposit will be returned in full. • Should the booking be cancelled between 28 and 14 days before the date of hire, then 50% of the deposit will be retained. • If the cancellation is less than 14 days' notice, then 100% of the deposit will be retained • For regular bookings, 48 hours' notice should be given of a cancellation, and the Committee reserve the right to charge for hire if less notice is given.
Cleaning	<ul style="list-style-type: none"> • The Hirer is responsible for cleaning the premises using the supplied equipment. <u>All rubbish must be taken away by the hirer.</u>
Breakages	<ul style="list-style-type: none"> • All breakages <u>must</u> be paid for and <u>must</u> be notified to the Booking Officer
Payment	<ul style="list-style-type: none"> • Payment to the Booking Officer of the hiring fee, to be made in advance by cheque (payable to Sutton St Nicholas Village Hall Fund) or by bank transfer (Sort Code 30-94-14, Account No. 00708802) within 14 days of the date booked for the event. • For regular bookings, hiring fees will be invoiced quarterly in arrears and hirers are expected to pay outstanding invoices within 14 days of receipt
Alcohol	<ul style="list-style-type: none"> • If you intend alcohol to be available at this event then you <u>must</u> inform the Booking Officer immediately. • Alcohol must only be sold <u>on</u> the premises and drunk <u>on</u> the premises. • Alcohol must not be made available to those under age or who appear to be drunk.
Projection Equipment	<ul style="list-style-type: none"> • The projection equipment is available to hire at an additional charge of £10 – contact the Booking Officer to discuss.
Kitchen	<ul style="list-style-type: none"> • The charge for the kitchen is for the use of the hot water boiler and/or gas cooker and/or use of the kitchen as a bar. • A modest amount of tea/coffee making & washing up facilities is included in the room charges. • No unaccompanied children to be allowed in the kitchen.
Safety	<ul style="list-style-type: none"> • All Hirers must take note of Fire and Safety notices posted in the premises especially in the kitchen.
Security	<ul style="list-style-type: none"> • Please follow the instructions posted on the main entrance when leaving the premises at the end of your booking, especially in respect of ensuring all windows are closed, internal lights are off, and instructions for the car park lighting.
Parking	<ul style="list-style-type: none"> • Car parking at the hall is limited to 21 spaces during school term time. At other times there is a maximum of 45 spaces.
Further Details	<ul style="list-style-type: none"> • Any further information or special requests should be discussed with the Booking Officer.

SUTTON ST NICHOLAS VILLAGE HALL BOOKING FORM

ALL bookings are provisional until a completed & signed booking form has been handed in

Dates: Times: From: To:*
* Midnight latest

Type of Event:

Total Cost: £ (Please see Booking Prices & Information and include all preparation time)

Please note that a deposit of £50 (cash or cheque) is to be paid at the time of making the booking. Half of the deposit will be forfeited if the hire is cancelled between 28 and 14 days of the booked date or in full if less than 14 days of the booked date. If in the opinion of the Booking Officer the Village Hall has not been left in a clean and tidy condition, or for other reasons (e.g. nuisance), then some or all of the deposit will be retained.

Full payment is to be made by cheque (payable to Sutton St Nicholas Village Hall Fund) or by bank transfer (Sort Code 30-94-14, Account No. 00708802), no less than 14 days before the date of the event booked and cheque sent or transfer notified to the Booking Officer - **Ann Burke, Lower House, The Rhea, Sutton St Nicholas, Hereford HR1 3BB (01432 880202)**. Please advise if you require a receipt.

Areas required: (Please tick boxes as appropriate)

MAIN HALL ☐ KITCHEN ☐ MEETING ROOM 2 ☐ MEETING ROOM 1 ☐

Will alcohol be available at this event? YES / NO (please delete as appropriate)
(If YES please contact the Booking Officer immediately)

The Hirer, not being a person under age of 25 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Booking Agreement, relating to management and supervision of the premises are met.

It is further agreed that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises Licence, that the Village Hall Management Committee deem necessary, shall form part of the terms of this Hiring Agreement, unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

Name & Address of hirer
(please print)

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Tel No: Email

(Signed) (Dated)

Booking enquiries should be made to and any booking forms sent to the Bookings Officer

The Booking Officer will confirm arrangements for the collection and return of the key on receipt of a booking form and payment.

Booking accepted (Bookings Officer) (Dated)