

**STRETTON ON FOSSE VILLAGE HALL**  
**HIRE CHARGES AND TERMS OF PAYMENT**  
**(EFFECTIVE 1 SEPTEMBER 2017)**

<b>Hourly hire</b>	Village rate	Standard rate	Licenced Bar Clear up
Full use of Premises	£10.00	£12.00	£25.00
Committee Room	£5.00	£6.00	
Regular Bookings	£7.00	£7.00	
<b>Whole day/extended hire</b>			
Day (9am-6pm)	£80.00	£95.00	£25.00
Day/evening (9am-12pm)	£95.00	£145.00	
Evening (6pm-12pm)	£55.00	65.00	

**Postal Bookings**

Completed booking forms may be sent by post or email.

**Payment**

Payment may be made by cash or cheque (payable to “Stretton on Fosse Village Hall”) for which a receipt will be issued. BACS payments by agreement with the Village Hall Secretary.

**Special Deposits**

Under certain circumstances the Committee may consider that there is a greater than normal risk of damage to the premises, contents or equipment, whereby a suitable deposit may be required, which will be repaid in full within 28 days after the end of the hire period provided that there has been no damage to the premises, contents or equipment. Otherwise the cost of rectifying any damage will be deducted from this deposit.

**Licensing**

The hall is **NOT LICENSED** for the sale of alcohol. The hirer must apply to Stratford District Council for a **Temporary Event Notice** (TEN). This should be done at least 10 days prior to the event taking place. A copy of the notice must be given to the Village Hall Committee prior to the date of the function. The village hall charges £25 extra when the hirer has a licensed bar to cover any extra cleaning after the event. **YOU ARE NOT ALLOWED TO SELL ALCOHOL OR HOT FOOD ON THE PREMISES AFTER 11.00PM.**

**Parking**

Please **DO NOT** park on the road directly next to the Village Hall, as you will obstruct the vision of cars at the junction next to the Hall. If the main car park is full, there is an overflow car park located opposite the bus stop, to the right of the Village Hall.

### Timings

- Preparation time can be given if requested at the time of booking and if the premises are not previously booked for that period. There is a half price fee for this time.
- Music and entertainment are acceptable until 11pm when the next day is a work day, until midnight Fridays, Saturdays and Bank Holidays, but please shut all doors especially the doors facing the park to keep noise to minimum after 11pm.

### Heating/Electric/Water

- There is an additional cost for heating. Heaters are situated on the ceiling and are operated by a meter (£1 per half hour) situated on right hand side in the front entrance hall (switches located to the right of the meter).
- If the mains fuse blows when turning on the ceiling heaters – turn off 3 heaters, turn on the mains fuse, and then turn the 3 heater back on again.
- General hall lighting, power, hot water, crockery, cutlery, glasses, tea towels, table cloths, kitchen roll and toilet rolls are free of additional charges.
- Hot water in the kitchen is instantaneous after turning on the switch to the left of the back door above the sink. Please remember to switch off when leaving the hall.
- The cold water stop tap is at low level on the right in the entrance hall.

### Pig Roasts

- A deposit of £50 which will be returned to you after the event provided that the area used has been properly cleaned up including the removal of any grease deposits left on the patio. The area to be used is on the stage end of the hall.
- PLEASE DO NOT CONDUCT THE PIG ROAST OVER ANY GRASS AREA.
- The car park must not be used for pig roasts unless you employ a caterer whose equipment is not directly on the ground.
- PLEASE ENSURE THE FIRE HAS BEEN PROPERLY EXTINGUISHED BEFORE YOU LEAVE.

### Arrangements

- The booking form asks the hirer to estimate the number of people likely to attend an event. This must be completed for insurance and Entertainment Licence purposes.
- The Capacity Limits are for the main hall 150 seated (in rows) or 120 seated around tables, 220 dancing only. This is not to be exceeded at any time. A copy of the license certificate is displayed on the notice board in the front entrance hall.
- In accordance with entertainment and theatre licence conditions, it may be necessary for a hirer to provide one or more stewards for an event. Hirers will be notified if this is the case.

### Responsibilities

- The Village Hall is a **NON SMOKING** area at all times.
- The hirer is responsible for ensuring that copyright and performing licences are obtained, where necessary, prior to an event.

- The hirer is responsible for all equipment and facilities whilst on the premises and will be expected to take all precautions to ensure that it is not damaged, lost or stolen. Hirers will be liable to replace any equipment lost, damaged or stolen. Similarly, damage to the property will be the hirer's responsibility.
- The Village Hall Committee cannot be held responsible for any damage, theft, or loss of property belonging to the hirer or a member of the hirer's group.
- The hirer is responsible for ensuring that they are familiar with the layout of the premises and that all exits are clear of all obstructions.
- The hirer is responsible for clearing all litter from the premises and surrounding grounds. There are 2 rubbish bins outside the kitchen door for general rubbish and 1 for recycling. Please keep these separate at all times. Please ensure items are properly sorted into the correct bins. Any waste that exceeds the capacity of the bins must be taken away.
- Do not leave litter in the car park or surrounding hall areas.
- The hirer is responsible for leaving the Hall and all equipment used by the Hirer in a clean condition and all equipment must be replaced before leaving the hall. This includes the kitchen and toilet areas and sweeping the floor of the main hall (brushes in cupboard to right of Gents' Toilet). PLEASE DO NOT WASH THE MAIN FLOOR WITH WATER – light mopping of spillages is OK and there is a special bottle of spray in the cleaning cupboard for this purpose.
- Turn off all taps and kitchen equipment.
- Turn off all heaters (including meeting room heaters) even if the meter has run out.
- Lock kitchen back door and secure emergency exit doors in main hall.
- Lock front door locks (2) and return keys to Booking Secretary or to key safe pressing the cancel button. (The code to the key safe will be given to you prior to your booking date).
- When leaving the hall and village at night, please leave quietly.
- Should you have any problems with the hall please contact one of the committee members listed on the notice board in the entrance hall.
- Hirers wishing to cancel a booking must notify the Village hall Committee within 48 hours of hire.
- A 20% charge (or one hour of the rate charged for regular bookings) will apply to any hirer who fails to notify of a cancellation.

## **Other Information**

### **Safety**

- In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.
- All hirers must familiarise themselves with Fire Procedures for the building. These are clearly marked throughout the building (fire doors and extinguishers).
- A first aid box and fire blanket is located in the kitchen.
- Any accidents sustained during an event at the premises must be notified to the Booking Secretary.
- The Village Hall has no telephone and you are advised to bring a fully charged mobile phone for use in case of emergency.
- There is a defibrillator machine located at the entrance to the Village Hall.

### **Hire of equipment**

- Tables, Chairs, Table cloths, Crockery, Cutlery and Tombola can be hired with a donation to the Village Hall.
- All soiled tablecloths must be taken away, laundered, ironed and returned within 3 days.
- All breakages must be paid for.
- Toddler equipment does not belong to the Village Hall, but can be hired out with separate agreement and a donation to the Toddler Group. Contact details for this: [lucy.oliver@gmail.com](mailto:lucy.oliver@gmail.com) or [lucycurtis@me.com](mailto:lucycurtis@me.com)

### **General Information**

- No sub-letting to third parties.
- The committee reserves the right to cancel or decline a booking at their discretion if the supervision is felt to be unsuitable for the event. The hirer takes full responsibility for the event (i.e. for the condition of the hall and surroundings and the behaviour of those attending).
- The committee may notify the local Police should they feel it necessary if the party is licensed to serve alcohol.
- No unauthorised drinking of alcohol.

### **Faults/Damage/Comments**

- Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcomes any comments and observations that you may have about the hall and the hiring of it.
- THE HIRER AGREES TO BE PRESENT (or their authorised representative over the age of 18, if appropriate) DURING THE HIRING OF THE HALL, AND TO COMPLY FULLY WITH THE CONDITIONS OF HIRE.
- No fixing of decorations near light fittings or heater.

### **Useful Hall Information**

- All folding tables can be found on 2 storage trolleys in the Committee Room. Please ensure you put all these tables back on the trolleys in a wiped clean when clearing away. (PLEASE DO NOT SIT ON THE TROLLEYS – they are only designed to carry the folding tables).
- Chairs are stored in the main hall on the stage area. Any chairs not in use during your function should be stored in the Meeting Room. All chairs should be stacked and moved on the trolley provided. Please do NOT drag any chairs across the wooden hall floor.
- All chairs to be restacked on stage at end of event. PLEASE DO NOT LEAVE ANY CHAIRS OBSTRUCTING THE FIRE EXITS this is a fire hazard. Leave the hall clean and tidy. The cleaning cupboard is located to the right of the gent's t The Hall is not left in a clean and tidy state an additional cleaning charge may have to be made.

**STRETTON ON FOSSE VILLAGE HALL**

**LETTINGS POLICY AGREEMENT FORM CUSTOMERS COPY**

**I have read, understood and agree to the lettings policy and by signing this form I agree to the policy as laid out in the attached document. (To be signed, in the case of an event with 17s and under, by the adult who will also be supervising the event and who will be held to be responsible for all aspect of the event).**

**SIGNED..... DATE.....**

**Date and time of event .....**

**Please retain this portion along with the lettings policy and safety checklist for your information**

**STRETTON ON FOSSE VILLAGE HALL**

Village Hall Secretary's Copy

**LETTINGS POLICY AGREEMENT FORM**

I HAVE READ, UNDERSTAND AND AGREE TO THE LETTINGS POLICY AND BY SIGNING THIS FORM I AGREE TO THE POLICY AS LAID OUT IN THE ATTACHED DOCUMENT. (TO BE SIGNED, IN THE CASE OF AN EVENT WITH 17s AND UNDER, BY THE ADULT WHO WILL ALSO BE SUPERVISING THE EVENT AND WHO WILL BE HELD TO BE RESPONSIBLE FOR ALL ASPECT OF THE EVENT).

NAME.....

ADDRESS.....

.....

TEL.....

EMAIL.....

Date and time of event.....

Number attending.....

Fee Paid.....

SIGNED..... DATE.....

Please return this portion asap to:

Becky Morgan

10 Cottage Farm Court

Stretton on Fosse

Moreton in Marsh

Glos GL56 9SR

[miniplough@yahoo.co.uk](mailto:miniplough@yahoo.co.uk)

01608 661348