

## STRETTON ON FOSSE VILLAGE HALL HIRE:

Hourly hire	Village rate	Standard rate	Licenced Bar Clearup
Full use of Premises	£15.00	£17.00	£25.00
Regular weekly bookings	£10.00	£10.00	
Meeting Room	£7.00	£7.00	
<b>Whole day/extended hire</b>			
Day (9am-6pm)	£85.00	£100.00	£25.00
Day/evening (9am-12pm)	£100.00	£150.00	£25.00
Evening (6pm-12pm)	£60.00	70.00	£25.00

**An additional hourly charge will be made to cover heating during winter**

### Bookings

To book or make an enquiry please go to: [strettononfosse.com/village hall](http://strettononfosse.com/village%20hall)

### Payment

All one-off events booked must be paid for in full before the booking will be confirmed.

We prefer payment to be made by BACS: Name on account: Village Hall Stretton on Fosse. Barclays Bank. Sort Code: 200384. Account: 23683834.

If paying cash or cheque (payable to "Stretton on Fosse Village Hall"), a receipt will be issued and the cash or cheque must be delivered personally to the Booking 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. A suitable deposit may then be required. This 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.**

**In making a booking you are agreeing to the Terms and Conditions** which will be found at the end of this document. We urge you to read these T&Cs in full and require you to tick the box to confirm that you accept those terms and conditions.

## **USEFUL INFORMATION**

### **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. Please leave the EV charging space free.

### **Timings**

30 minutes setting up and clearing up time is assumed for most bookings which is not charged for. Do not include this time in your booking request – just the actual times of the event.

Extra 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 per hour 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). The 4 wall heaters can provide extra heating if necessary but are hot to the touch and must be switched off at the wall after use.

N.B. 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 heaters back on again one at a time.

General hall lighting, power, hot water, crockery, cutlery, glasses, tea towels, tablecloths, 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.**

### **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 are located in the kitchen.

Any accidents sustained during an event at the premises must be notified to [strettonvillagehallhelp@strettononfosse.com](mailto:strettonvillagehallhelp@strettononfosse.com). An accident book is in the drawer with the First Aid. Please leave the filled in sheet in the village hall letterbox.

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, Tablecloths, Crockery, Cutlery and Tombola can be hired by villagers with a donation to the village hall. Contact any member of the committee.

**A full inventory of all the facilities and equipment in the hall is on this website.**

## **STRETTON ON FOSSE VILLAGE HALL HIRE - Terms and Conditions**

### **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.

### **Maximum numbers**

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 licence certificate is displayed on the notice board in the entrance hall.**

### **Your 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 is 1 rubbish bin outside the kitchen door for general rubbish and 1 blue one for recycling. Please keep these separate at all times. Please ensure items are properly sorted into the correct bins. Soft plastic **must not** be put into the blue bin. Recycle this at a local supermarket or small amounts can be left in our soft plastic bin at the bus stop. Any waste that exceeds the capacity of the bins must be taken away.
- 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 (next to gents' toilets) for this purpose.
- Turn off all taps and kitchen equipment, including the fridge (leave the door ajar) and the cooker (all knobs switched to off **and off at the wall**)
- Turn off all heaters (including meeting room heaters) even if the meter has run out.
- Lock kitchen back door, any windows and secure emergency exit doors in main hall.
- Lock front door locks (2) and return keys to key safe and scramble the code. (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 email [strettonvillagehallhelp@strettononfosse.com](mailto:strettonvillagehallhelp@strettononfosse.com) or if the matter is urgent contact one of the committee members listed on the notice board in the main 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.**

### **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.

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

Please report any faults or damage to [strettonvillagehall@strettononfosse.com](mailto:strettonvillagehall@strettononfosse.com) 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 heaters.

### **Bouncy Castles**

Bouncy Castles may only be used in the hall, or the grounds of the village hall, entirely at the risk of the hall hirer. The bouncy castle must be properly insured by the bouncy castle owner.

### **Finally...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 patio 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.

## **BOOKING FORM REQUEST**

By ticking this box, I agree that I have read, understood and agree to the above terms and conditions. (IN THE CASE OF AN EVENT WITH 17s AND UNDER, THE ADULT WHO WILL ALSO BE SUPERVISING THE EVENT AND WHO WILL BE HELD TO BE RESPONSIBLE FOR ALL ASPECTS OF THE EVENT MUST SEND IN THIS FORM).

Name.....

Address.....

.....

Tel.....

Email.....

Requested date and time of event: .....

Main hall (includes meeting room & kitchen) or meeting room only:

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Extra time for setting up and/or clearing up (30 minutes in addition to the time booked either end of booking is included in hire charge) .....

Number attending.....

To return this form press **submit**.

If your booking can be accepted, you will receive an invoice for your event. If this is a one-off event it must be paid for before your booking is confirmed. Regular weekly bookings will be invoiced at the end of every month.