Strensall and Towthorpe Village Hall

BOOKING PACK

This pack contains the following information

* Conditions of Hire
* Schedule of Charges
* Booking Form

Please read the enclosed documents before confirming your booking. Complete and return the booking form to the **Finance Officer at the address below**. It is the responsibility of the person hiring the premises to ensure that they fully understand and agree to the conditions of hire and that all financial requirements are met within the stated timescales.

Thank-you, we look forward to receiving your booking, if you have any further questions, please ring our Booking Secretary on 07555668920  or email strensallhallbookings@yahoo.co.uk

The Finance Office can be contacted at 15 Thompson Drive, Strensall, YO32 5ZN or on 07935214368 or email keithmarquis44@gmail.com **.**

**Please be aware that due to the Village Hall’s bank charging for dealing with transactions by cheque or cash with effect from 1st November 2021 that these charges will be added to your booking cost.**

**The Hall does not hold a TV licence. You are not permitted to download or view any BBC programmes on iPlayer or live broadcasts on other channels on any device.**

**Updated 21st October 2023**

**STRENSALL AND TOWTHORPE VILLAGE HALL**

**CHARGES WITH EFFECT FROM 1st APRIL 2023**

 **£**

Main Hall 15.00 per hour

Function Room 15.00 per hour

Hampshire Room 10.00 per hour

Kitchen (Hot or cold drinks only) 3.00 per booking

Kitchen (Hot food preparation, Parties and events) 10.00 per booking

All Rooms Enquire for details

Rooms are hired for a minimum of 1-hour sessions on an hourly basis but consideration maybe given for an additional half hour arrangement in exceptional circumstances

Access to the hall before or after your event for setting up/clearing purposes will be charged at the appropriate hourly rate and should be agreed at the time of booking. The hall will be opened and closed at the agreed time by the Caretaker. Contact the Caretaker on the number provided on the notice board to left of entrance door if you have any problems accessing the hall

In the Function Room a ceiling mounted projector, DVD player and Induction Loop Sound System are available. Connection from a laptop is via VGA or HDMI. A cable with HDMI adaptor is available for modern devices.

A portable projector is available for use in the Hampshire Room or Main Hall. This projector can connect with USB devices, Apple or Android mobile phones or laptops using a HDMI outlet.

Also available are a Flip chart and free wi-fi (Access code is shown on notice board in foyer).

**Please advise Booking Secretary if you require to use either projection, sound system or flip chart.**

Kitchen

The refrigerator, microwave, crockery, cutlery, water heater, tea towels, washing up liquid are supplied when the kitchen is hired.

The oven and hot water for washing up is provided when hiring the kitchen for preparing and cooking food.

The following are all supplied free of charge on request

* Tables & chairs are provided to be set out and put away by the hirer in the appropriate store cupboard and stacked after the event **as shown on images posted in storeroom**.
* Amplification for speech and background music and microphone in Main Hall / Hampshire Room by portable sound system. Projection equipment and loop sound system in Function Room.
* Flip Chart, Paper and Pens are also available if requested when booking rooms.
* Portable projector can be included with hire of Hampshire Room or Main Hall on request
* Portable speaker system with wired and wireless microphone
* Party lights in Main Hall
* Motorised screen in the Function Room. Fixed pull down screen in Hampshire Room. Cloth screen available for Main Hall.
* Two baby high chairs

A deposit of £50 is required for all party bookings only which will be returned after the event if all is left clean and tidy, chairs & tables returned to storeroom and there is no damage

**Page amended 24/02/2024**

**At least 48 hours’ notice is required if you wish to cancel a booking otherwise charges will be raised as though the booking has taken place unless there are extenuating circumstances.**

**Strensall and Towthorpe Village Hall Conditions of Hire**

1. The Management Committee reserves the right to refuse any application for hire.
2. The person named on the booking form is the Hirer.
3. The Hirer is responsible for all damage to the premises occurring during the period of the hire or whilst persons are entering or leaving the premises in connection with the hire.
4. The Hirer will be responsible for the supervision and security of the premises, its fabric and contents, for any damage caused and for the behavior of persons using the premises, whatever their capacity. This includes proper supervision of car parking to avoid disturbing the neighbourhood by unreasonable noise.
5. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the premises.
6. The Hirer undertakes to manage and conduct the use of the premises during the period of hire so that nothing shall be done to injure the reputation of the Hall or to offend against any Statute, any regulations which will imperil any license granted in respect of the Hall and the Hirer covenants to indemnify the Management Committee against all proper costs, charges and expenses, arising from any breach of this undertaking.
7. The building is licensed for public entertainment (music, singing and dancing). The Hirer must make their own arrangements for the bar license or any other license required.
8. The Hirer shall indemnify the Management Committee for any infringement of copyright which may occur during the hire.
9. The Hirer shall permit members of the Management Committee, the Caretaker or their agents to enter and view the Hall during the hire and that the arrangements are made for the proper supervision thereof
10. The Management Committee shall not be responsible for any loss, damage or injury which may be incurred by or done or happen to any person or persons resorting to the premises during the hiring arising from any cause whatsoever or for any loss due to breakdown of machinery, failure of electricity, leakage of water, government restriction, or Act of God which may cause the Hall to temporarily be closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Management Committee against any claim which may arise out of the hiring in respect of such loss, damage or injury
11. During room hires there must be adult persons present who have been specifically instructed in their duties in the event of fire or panic. By law a minimum of 1 Adult to every 8 children under 14yrs old is required

**(Fire Evacuation Procedures notices are placed near the fire exits)**

1. The person nominated to be in charge of an room hire and their helpers must familiarise themselves with the fire exits from the hired room(s) and the positioning of fire-fighting equipment and alarm boxes. One of their number should be designated to supervise each fire exit in the event of a fire or panic. The assembly point after an evacuation is on the hall car park.
2. The Hirer undertakes to:
	1. Ensure that noise both inside and outside the building is kept to a reasonable level and to reduce the level if asked to do so by a member of the Management Committee or the Caretaker.
	2. Ensure Emergency exit doors are kept closed whilst events are in progress.
	3. Remove all refuse in own refuse bags and ensure rooms hired are left clean and tidy.
	4. Confine the sale of alcohol to the bar.
	5. Put out any required tables and chairs and replace all items, as shown on images in storerooms, at the end of the hiring

The Management Committee reserves the right to retain the deposit of £50 if there are any breakages or damage, or if additional cleaning is required

1. The Hirer must ensure that the total number of persons in each part of the building does not exceed the following limits: -
	* Main Hall 161.
	* Function Room 77
	* Hampshire Room 33

1. Hirers of the premises are responsible for ensuring that they have adequate public liability insurance. A summary of our Hirer Public Liability Insurance Cover is available to be downloaded from our website.
2. The Hirer will provide at least 48 hours’ notice if a pre-arranged booking is cancelled otherwise the room hire charges will require to be paid unless there are extenuating circumstances.
3. Due to charges imposed by Strensall and Towthorpe Village Hall’s bank if payments are made by cash or cheque then a surcharge will be added to the room hire charge for room hire payments made after 1st November 2021.
4. Where bouncy castles or similar equipment are arranged by hirer’s for parties they must ensure the provider has adequate insurance in place for their equipment and the persons who use it**. It is the hirer’s responsibility to arrange delivery and collection by the provider during the period of hire.**
5. The Hall does not hold a TV licence. You are not permitted to download or view any BBC programmes on iPlayer or live broadcasts on any channel on any device.

 **WARNING - PLEASE NOTE**

 Flyposting to advertise any event in this Hall is illegal and the organiser of any such event could be prosecuted. Any booking found to be advertised by flyposting may be subject to immediate cancellation without notice.

**Strensall & Towthorpe Village Hall Booking Form**

Name of hirer———----—————————————————————————

Address of Hirer ————————————————————————————

Telephone No.--------------------------- email address--------------------------------------

Name of person in charge during the event
(Must be over 18 years old) -------------------------------------------------------------------------

Date/Frequency of Hire------------------------ Time From-----------------Time To--------------

Purpose of Hire—————————————————————————————-

Please note: Parties for ages from 14 and 21 yrs. inclusive cannot be held at the Village Hall. The Village Hall is unable to accommodate Football parties.

Rooms required (please tick)

Main Hall (specify if extra items required) [ ]

Hampshire Room (specify if projector is required) [ ]

Kitchen (Hot or Cold Drinks ONLY) [ ]

Kitchen (**Parties or preparation of hot food and at large events**) [ ]

Number of hours required – bookings are for minimum of One hour [ ]

Function Room (specify if projection equipment needed) [ ]

All Rooms – **enquire for hire charges**

Number of people attending————————————— [ ]

Normal hours are 8.30am to 11.30pm, access is available from commencement of hire period and departure no later than the end of the hire period. The hall will be opened at the appropriate time by the Caretaker and must be ready for closure at end of hire period.

**To confirm this booking please return this form to The Finance Officer, 15 Thompson Drive, Strensall, York YO32 5ZN by the date shown in the booking letter or email to** **keithmarquis44@gmail.com** **. An invoice will be issued after receipt of booking form.**

**Unless you are a regular hirer for whom special payment arrangements are agreed, the full payment is required when booking is accepted and should be made by BACS using the bank account details on the Strensall Village Hall invoice. Extra charges to cover non-electronic payments will be added to room hire invoices issued after 1st November 2021.**

**Tick if making payment by BACS [ ]**

If this booking is for a party event the separate sum of £50 will be included on the advance payment invoice, this amount is returnable if hire conditions are met. Please contact the Finance Officer if you need to discuss payment arrangements.

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I have read, understood and agree to observe the conditions of hire, a copy of which was sent with this form.

Signed ——————————————------------ dated ————————————

Please print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_