

Weston Village Hall

Registered Charity Nos. 505522

Main Street, Weston,
Nottinghamshire, NG23 6ST



Contact for Hall Hire - Pauline & Colin Laughton
10 Colley Lane, Weston. 01636 823805 - 07940 771352
www.westonparishnotts.org.uk www.facebook.com/WestonParishNotts

Village Hall Booking Form - 2024

Day & Date of Hire -

Time required -

Type of Event to be held -

Approximate Numbers of Guests - *The Hall is regulated for 60 persons (55 seated)*

Will event have live Music? Yes/No

Will alcohol be sold? Yes/No - Please note an application for a Temporary Events Notice will be required prior to each event where alcohol is sold. This is obtainable from Newark & Sherwood District Council, Castle House, Newark - Details are found on their Website

<http://www.newarksherwooddc.gov.uk/temporareventsnotice/>

Name of Hirer

Address of Hirer

Phone Number(s)..... Email Contact

Hall Rates of Hire: **Residents of Weston £8.00 an Hour - Non- residents £10.00 an Hour**

I wish to hire the Hall, as stated, and agree to abide by the Conditions of Hire as specified (see encl). The booking will remain provisional until the signed form and full fee are received by the Booking Clerk. Bookings cancelled within 7 days prior to the event may forfeit 50% of the hiring fee.

Please make cheques payable to Weston Village Hall.

Agreed Cost of Hire of Hall £ **Date Paid..... Receipt no.....**

Conditions of Hire & Relevant Covid 19 guidelines accepted -

Signature of Hirer(s): **Date**

Thank you for Hiring our Village Hall for your event.

Weston Village Hall Management Committee abides by the protocols set out in the General Data Protection Regulations ('GDPR') 2018 and uses personal data for the purposes of managing the running of the village hall, its bookings and finances, running events at the hall and for fundraising activities. Data may be kept for up to three years for accounts purposes and for longer where required for legal purposes, or by grant funders or the hall's insurers.

WESTON VILLAGE HALL CONDITIONS OF HIRE (2024) Registered Charity No. 505522

Current government Covid 19 guidance to be followed and implemented.

Acceptance of the Conditions of Hire to be signed for on the booking form prior to any event.

Every effort will be made to hand over the hall in a clean state.

The Hirer must ensure that it is handed back in the same condition.

The Committee DO NOT accept responsibility for the loss, damage or injury to persons and /or their property or consequence thereof, arising out of the use of the Hall by persons to whom it was let out to or hired by.

All persons hiring or using the Hall and its associated grounds shall be liable for ALL damage that occurs or missing equipment during the agreed time of hire.

The Hirer will restrict the number of persons admitted to 65 (60 if seated) at any event.

Unlicensed gambling or unseemly behaviour is strictly forbidden.

Refuse should be collected in black bin liners and taken away for suitable disposal.

There is a No Smoking policy throughout the premises.

Times of hire to be agreed on application – to include time allowed for cleaning of premises after event.

All hiring fees to be paid on collection of the keys.

Every effort must be made to keep noise levels down and respect given to neighbouring residents.

Please ensure vehicles are parked in a considerate manner and not causing an obstruction.

Alcohol may only be brought onto the premises by the Hirer or their Caterers who **must obtain** any necessary Licence from Newark & Sherwood District Council. Permission needs to be obtained from the Village Hall Committee before applying for a Temporary Events Notice (TEN) to ensure the current allocation of TENS permitted to the Hall is not exceeded.

Agreed Times of Hire to be strictly adhered to.

No equipment to be used without prior agreement.

Care to be exercised in the use of all electrical appliances.

Arrangements to be agreed regarding switching off of all heaters and appliances including water boiler and fridge.

The use of sticky tape, glue or nails is prohibited to avoid damage to walls and furnishings.

Items must not be pinned or glued to the front or rear or internal doors.

Hirer to ensure Fire Exits are observed and kept clear at all times.

Hirer is to be aware of and responsible for all Rules governing use of the premises and of fire procedures.

Any damage to equipment or premises must be notified to the Bookings Clerk without delay.

Any discrepancies or defects to be reported to the Bookings Clerk without delay.

No animals allowed on the premises except Assistance Dogs without prior permission.

Hall, kitchen and toilet facilities to be left in a clean condition including sinks, cooker and toilets.

Hirers are required to leave the hall secure with lights out and windows and doors and toilet block locked.

Keys to be returned promptly to the Bookings Clerk or as per prior arrangement.

Thank you for hiring our Village Hall for your event.