



HIRE OF BELCHAMP WALTER VILLAGE HALL

Hirer's Name:	Telephone:
Address:	E-Mail:
Date:	Hours required:
Nature of Event:	
Kitchen required? If so, for what purpose: ie. Cooking and/or food preparation	
Do you intend to use the Village Hall grounds? If so, for what purpose ie. Parking/additional entertainment.	
Payment Details: BACS Payment _____ Cheque Payment _____ £20.00 deposit _____ or Full Payment _____	
I agree to the terms and conditions of hire as attached. <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>Date: _____</div> </div>	

FOR ADMIN USE:	
Deposit received £ _____	To Treasurer: _____
Acknowledgement of booking: _____	
Final Balance: _____	To Treasurer: _____

TERMS AND CONDITIONS:

HIRE OF BELCHAMP WALTER VILLAGE HALL

RATES:
£75 per day + heating
Hourly hire up to 4 hours £10 per hour +heating

1. Hire of the hall is only for the date/times applied for.
2. The key will be made available for set up and cleaning purposes, but must be returned to the key holder asap.
3. Day hire times: 8.30am until 11.30am
4. A £20.00 deposit should be paid with the hall hire application.
5. The Hall has a maximum occupancy of 100 (including organisers/performers) and this number must not be exceeded.
6. All damage will be paid for at replacement cost.
7. The hirer is responsible for the cleaning pre and post event.
8. The hall will be left in the condition in which it was found with table/chairs stacked appropriately.
9. The hirer may use the kitchen facilities, including cutlery/crockery and glasses,
10. If preparing, serving or selling food, the hirer must observe all relevant food and hygiene legislation and regulations.
The premises provide a refrigerator and food thermometer.
11. Please note: The two small fridges (one in the hall/one in the kitchen) are not usually plugged in. The hirer may use these but needs to ensure they are cleaned out and disconnected after the event.
12. All recyclable rubbish – ie. Bottles, must be taken away.
13. General rubbish must be placed in black sacks in the refuse bin outside.
14. The grounds may be used during the period of hire, if required for parking there is space for a maximum of 10 cars.
Please note, some villagers park at the Village Hall by arrangement. Please talk to the bookings secretary for further information.
15. The round tables may not be used outside. There are rectangular tables for outside use which are kept in (and need to be returned to) the shed.
16. The Village Hall owns various tents which may be used for an additional fee – please enquire at time of booking.
17. Bouncy Castles or equivalent are prohibited under the hall insurance policy and therefore are not permitted.
18. In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all accidents must be reported in the Accident Book located on the mantelpiece in the kitchen.
19. No additional heating appliances, including LPG external heaters, are allowed.
20. The hall has a premises licence authorising regulated entertainment only. If activity not covered by the licence is proposed ie. The sale of alcohol, the booking secretary must be notified, and a TENS (Temporary Events Notice) be applied for and displayed at the event and a copy presented to the secretary.
21. A wifi service is available but the following provisions must be adhered to.
The hirer agrees
 - a. to ensure that the wifi service is not used for disseminating any unlawful, libellous, abusive, threatening, harmful, obscene, or otherwise objectionable material.
 - b. not to permit the transmission of any material that constitutes a criminal offence.
 - c. not to permit, make, transmit, or store electronic copies of material protected by copyright.
 - d. to keep any username, password or any other information which forms part of the wifi service security procedure, confidential and not to disclose to any third party. ?
 - e. Not stream any live or catch up TV that requires a TV license.

22. The Health Act of 2006 deems the village hall to be a public place and therefore smoking is prohibited in any part of the building. Smoking outside is permitted but cigarette butts, matches etc must be disposed of responsibly.

Payment can be made via cheque or BACS. To secure your booking please send/email the booking form to Mick Shepherd (mick.shepherd@btinternet.com) enclosing a cheque for the deposit or make a BACS payment to Belchamp Walter Village Hall: Barclays Bank: Sort Code: 20-83-50 Account Number: 50164917

If you have any questions or would like to be shown round the facilities please contact Mick Shepherd. (01787 378347). For queries about rates and additional hire of tents or equipment please contact the Village Hall Treasurer. Becky Poynter (01787 881620) (rbpbwvh@gmail.com)

CONFIRMATION OF BELCHAMP WALTER VILLAGE HALL HIRE

Hirer's Name:	Date of Hire:
Details of event:	
Additional information	
Deposit paid:	
Signed on behalf of the Village Hall Committee:	Date: