

Wenhaston Village Hall - Revised for 2016

Thank you for choosing our Village Hall and we hope you enjoy using its facilities. It is a public hall with a private car park. The hall is used by a variety of organisations and for a number of different functions.

We try to have as few rules as possible, but we do ask that you adhere closely to them – they form part of the conditions of hire and are in the interests of maintaining effective health and safety procedures. Please read them carefully.

Terms and Conditions of Hire

We are unable to let the Hall for Public Discos for adults where tickets are sold on the door. This does not apply where tickets are sold in advance of events or for private events. Children's Discos are to be private functions only. As a commercial or private hirer you are required to have your own public liability insurance.

As a Hirer of Wenhaston Village Hall you agree to:-

To ensure the following Attendance Limits are maintained.

* Dancing for 240 People * Linked Seating for 200 People * Seated around tables 160 People

1. Before the start of an event familiarise yourself and all in attendance of where the emergency exits are located – these must be left clear at all times. There is a floor plan located in the kitchen just inside the door.
2. To leave the Hall premises and grounds as you found them. If you are not satisfied with the condition of the hall at the beginning of your event you must register your concerns immediately with the Booking Secretary or Chairman of the Village Hall.
3. You will be held responsible for the cost of making good any damage caused to the Hall or its contents during the hire period – this will also include any cleaning costs incurred due to the hall not being left as found.

Licensed Functions

To comply with all relevant legal requirements and to be held responsible for any breach

Sale of Alcohol: Sunday - Thursday 12.00 noon - 10.00 pm

Friday - Saturday 12.00 noon - 11.00 pm (New Year's Eve until 1.00 am)

Music: Sunday - Thursday 12.00 noon - 10.30 pm

Friday - Saturday 12.00 noon - 11.30 pm (New Year's Eve 1.30 am)

Please be aware when playing music of the sound levels and also the residents who live adjacent to the Hall

To comply with insurance conditions – No Alcohol - food or drinks will be stored overnight in the hall under any circumstances. This includes any refrigerated vehicles being in the car park.

Consumption of Alcohol is prohibited in the foyer – toilets – kitchen or carpark.

The License holder of the Hall has the right to inspect the premises before and during the event to ensure that all aspects of the licence are adhered to as stated.

To ensure that the sale of any electrical goods complies with current consumer legislation.

To ensure that no alcoholic prizes are offered to those under age at raffles.

Smoking within the Village Hall is against the Law - a cigarette bin is mounted on the wall outside the main entrance (please do not leave cigarette ends on the floor outside.)

All functions must finish by 11.45 pm at the latest in order to comply with The Public Entertainments License (New Year's Eve is an exception)

As a hirer of the Hall you will be issued with a key for the duration of your hire period – you are responsible for the security of the hall during this time. Please ensure the hall is supervised or kept locked throughout the hire period. Please check that all windows and doors are closed / locked on your departure of the hall. Any call out fees from the Alarm Company will be charged to the hirer if it is found to be negligence on your part.

There is a 24hr Recording system in place at the main entrance for added security benefits.

If you fail to return the key at the end of your booking due to loss, you will be liable for the cost of replacing and fitting of new locks and keys.

Only basic First Aid facilities are provided – there is a defibrillator mounted on the wall outside the main entrance to the Hall.

Please Note: Private functions are covered under Wenhaston Village Hall Public Liability Insurance, hirers for commercial events must provide their own Public Liability Insurance.

Completion of the hire form does not automatically guarantee your booking – this is only an application to hire the premises.

At the time of booking a non – refundable Cancellation fee of £50.00) will be paid along with a £50.00 Security Deposit (as shown on the scale of charges) this will be refunded to you provided the Hall has been left in a satisfactory condition.

Final payment must be made to the Booking Secretary at least four weeks before the event is to take place or this may result in cancellation of your event. Reminders will not be sent out.

Wenhaston Village Hall Management Committee reserve the right to terminate the booking agreement at any time without refund of money, especially if the behaviour of any user is considered unacceptable or if the number exceeds the attendance limits.

If circumstances beyond the control of WVHMC prevent the availability of the premises all payments will be refunded.