



# NEWTON REGIS VILLAGE HALL

## Booking form and agreement

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

On behalf of: (name of group) \_\_\_\_\_

Position in group: \_\_\_\_\_

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Rooms required: (Please tick. Rates are shown on enclosed sheet)

- Main Hall       Ante-room (Room 1)       Upstairs meeting room (Room 2)
- Kitchen       External coffee bar       Changing rooms       Bar

Total cost for booking (including any bar fee or bond) £ \_\_\_\_\_

Please enclose deposit of £ \_\_\_\_\_ (This will secure your booking)

Balance of £ \_\_\_\_\_ to be paid by: \_\_\_\_\_

I have read and confirm my acceptance of the Conditions of Hire of Newton Regis Village Hall.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to the Bookings Secretary at the address shown below with your deposit.

Cheques should be made payable to Newton Regis Village Hall.

### Newton Regis Village Hall

**Post:** Booking Secretary NRVH, Brackenside, Hames Lane, Newton Regis, Tamworth, Staffordshire B79 0NH.

**Tel:** 01827 830507 **Email:** dl@newtonregisvillagehall.co.uk **Web:** www.newtonregisvillagehall.co.uk

Newton Regis New Village Hall Charity No. 1098872.

# Conditions of hire

## (and Fire Precautions Regulations)

**The following Conditions of Hire should be read and the booking form signed before the booking is accepted.**

1. Hirings can only be made by arrangement with the Bookings Secretary. Tel 01827 830507.
2. All bookings to be paid for in advance of the event except by previous arrangement with the Bookings Secretary.
3. If a cancellation is necessary, then the Bookings Secretary must be notified at least 24 hours in advance otherwise the fee will be forfeited.
4. All hirers must appoint a named person to be responsible for fire safety rules observance and their name must be given to the Bookings Secretary.
5. All fire exits to be kept totally clear of obstructions and impediments.
6. It is the responsibility of each hirer to leave the Village Hall in a clean and tidy condition. All rubbish must be disposed of in the outside dustbin and new swing bin liners should be inserted in the bin which has been emptied. If the outside bins are full, rubbish must be removed from the premises.
7. The hall floor and other areas should be swept clean and mopped at the end of the event.
8. All lights and heaters must be turned off; all windows and doors shut and locked.
9. All evening functions must finish in accordance with the terms of the booking form.
10. No smoking. It is against the law to smoke in these premises.
11. Nothing may be attached to the walls or the fabric of the building. Please see the Bookings Secretary if necessary.
12. Any damage or breakages should be reported to the Bookings Secretary as soon as possible and will be charged for.
13. A bond of £50 will be charged for all Friday and Saturday evening events, and for other events at the discretion of the Bookings Secretary. Bonds will be returned after the event provided cleaning has been carried out to the required standard, and no breakages have occurred.
14. Hirers should note that there is no telephone on the premises and should therefore ensure that they have a mobile phone with them in case of emergency.
15. NO alcohol may be brought onto the premises by hirers or their guests. All alcohol consumed on the premises must be supplied by Newton Regis Village Hall in accordance with licensing regulations.
16. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as the result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Newton Regis Village Hall.
17. NR VH is not responsible for the hire or use of Newton Regis Parish Recreation Ground. Any proposed use of the Recreation Ground must be agreed in advance and in writing with Newton Regis, Seckington & No Man's Heath Parish Council. It is the responsibility of the hirer to obtain this permission.
18. If these conditions are breached then future bookings will not be accepted.

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# NEWTON REGIS VILLAGE HALL

## Hourly rates of hire 2011/2012

	<b>Summer</b>		<b>Winter</b>	
	<b>Parishioners</b>	<b>Others</b>	<b>Parishioners</b>	<b>Others</b>
<b>Main Hall</b>	<b>£11.50</b>	£13.00	<b>£12.50</b>	£14.00
<b>Room 1</b> (ante-room ground floor)	<b>£10.50</b>	£12.00	<b>£11.50</b>	£13.00
<b>Room 2</b> (meeting room 1st floor)	<b>£9.50</b>	£11.00	<b>£10.50</b>	£12.00

### **Wedding receptions**

Wedding receptions involving a daytime hire will incur a flat fee of £300 in place of standard room hire charges.

Evening wedding receptions with a standard free two hour set-up will be charged at standard room hire rates.

### **Notes**

Hirers of main hall have precedence over booking kitchen.

Kitchen use incurs no cost when another room is booked.

If Main Hall and Room 1 are hired together, cost of Room 1 is halved.

Reasonable set up will not incur charges. Over 2 hours: £3.50 charge per hour.

Bar arrangements: Bars can be provided for a fee of £50.

A returnable bond of £50 will be charged for events taking place on Friday or Saturday evenings.

Winter: 1 October to 30 April

Summer: 1 May to 30 September

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## Wedding Receptions

### Hire fees

Wedding receptions involving a daytime hire. This provides exclusive use of all hall rooms for the day.....£300

Setting up the evening before the event .....£50

(Wedding parties in the evening only are charged as per normal room hire rates. A standard two hour set-up time is included.)

### Bar charges

Provision of a standard bar service (maximum of 5 hours) Bar closes 12 midnight.....£50

Extra bar hours, per hour .....£11

### Purchase of alcohol

All alcohol consumed on the premises must be purchased from Newton Regis Village Hall bar.

The bar offers draught lager and bitter (Carling and Tiger) and an extensive range of spirits, soft drinks and mixers. A wine list follows. All table wine must be purchased from this list. Regrettably, we cannot accommodate special orders.

We can provide door drinks but arrangements for serving these must be made by the hirer.

### Use of external areas

Please note that the playing fields adjoining the hall are operated by Newton Regis Parish Council and not by the village hall. This means that sometimes, sports may be taking place on the field during hall hires.

### Cleaning

Hirers are required to clean the hall by sweeping and mopping etc so that the hall is left in a clean and tidy condition. (See rules of hire). Wedding reception hirers may return the following morning to do this by arrangement with the Bookings Secretary. If you wish to engage a cleaner to fulfil cleaning obligations on your behalf, please contact the hall cleaners directly on 01827 830109. This will be a private arrangement between you and them.

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