

## Terms and Conditions for Booking and Hiring

- 1) The provisional booking will be held for one week from sending the accompanying booking form.
- 2) A deposit of £10 is required to hold the booking (if the function is more than 8 weeks from provisional booking)
- 3) Full payment (i.e. hall hire plus bar staff less deposit) is required 8 weeks prior to function, unless otherwise agreed.
- 4) Charges are as follows:
  - a) Hall Hire: £35 per consecutive session (i.e. morning, afternoon or evening) including electricity. Please note if the hall is required for preparation before the function, a full additional session must be paid for.
  - b) Bar Staff: £40 for first 3 Hours and £10 per hour thereafter.
  - c) Cleaner (if required): £10 minimum, depends on the degree of cleaning required.
- 5) There is No additional charge for use of the kitchen.
- 6) If the function is cancelled up to 2 weeks prior to the date it is booked for, the £10 non-returnable deposit will be retained and the remainder of money returned to the Hirer.
- 7) If the hire is cancelled within 2 weeks of the date it is booked for, NO refund will be paid.
- 8) Please phone (0115 9830596) or email Wendy Kerr ([wj.kerr@btinternet.com](mailto:wj.kerr@btinternet.com)) at least 2 weeks prior to date of the function to ensure opening of Village Hall etc.
- 9) The Village Hall Committee will use their best endeavour to ensure that the Village Hall is available and in a fit state for the time of the booking. If for any reason the Village Hall is not available on the date required, all money paid will be returned and an alternative date will be offered at no charge.

## Notice Regarding the Use of Barton Village Hall

- 1) If the Village Hall is to be decorated i.e. bunting, balloons etc please use the hooks provides, failing this use BLUTAC, any trace of which should be removed on completion of the event or function. **STRICTLY NO ADHESIVE TAPE TO BE USED.**
- 2) If the oven or grill is to be used please follow instructions carefully and afterwards clean with materials provided.
- 3) Hirers of the hall are responsible for ensuring that it is left in the same state as before regarding facilities and cleanliness. This includes the main hall, bar area, cloakrooms, toilets, entrance hall, kitchen and outside areas. If hall equipment items such as tea towels or tablecloths are used please ensure that they are taken away for laundering and returned within one week. Hirers may prefer to bring their own tea towels etc.
- 4) Hirers not wishing to clean the Village Hall after an event or function can hire the village hall cleaner. The cost will vary depending on the degree of cleaning required, but will a minimum of £10. The Village Hall must be left tidy and rubbish put outside in the bins even if the cleaner has been requested. We would, however, be most grateful if hirers would take their rubbish home to avoid overloading of the bins. Black sacks will be made available for this purpose free of charge.
- 5) ALL damage, breakages, losses etc must be reported and are to be paid for.
- 6) **PLEASE be courteous** to families living in the surrounding houses to the village hall, if music is being played please ensure that the front doors are kept closed and ensure that guests leave the village hall as quietly as possible after any function.
- 7) **Please note that due to the recent changes in the licensing laws all music must finish at 11pm. We request you comply with this at your function.**
- 8) **Child Protection Policy:** Any organisation using the hall that provides activities or services for children must have a Child protection Policy and must produce it if requested.
- 9) **Equal Opportunities Policy:** Barton Village Hall operates an Equal Opportunities Policy and expects all hirers of the hall to comply with these principles.

**Constitution:** All hirers are required to observe the conditions laid down in the Barton Village Hall Constitution.