

## WILLAND VILLAGE HALL

Registered Charity No: 301015

**Hire charges (per hour) as from 01.04.2020**

**Website – [www.willandvillagehall.org.uk](http://www.willandvillagehall.org.uk)**

**Class A:** Willand organisations and Willand Residents for private functions.

**Class B.** All other Categories except Commercial.

**Class C.** Commercial organisations.

	Hall	Club	Committee	Annex
<b>Class A</b>	10.20	5.40	4.85	6.45
<b>Class B</b>	16.10	8.10	7.50	9.70
<b>Class C</b>	32.15	16.10	15.10	18.75

**Each booking must be for a minimum of one hour and can be increased by multiples of 30 minutes.**

**Extra Charges applicable:** Licensed Bar or BYOB: £16 per event. Payable to Village Hall for additional cleaning costs.

**Car Park for Displays, Boot Sales, etc.:** Please call for rates

**Preparation Time (ONLY IF AVAILABLE):** - This is negotiable only for certain bookings. Contact the Secretary or Treasurer for details. Up to a maximum of ONE HOUR may be allowed free of charge. After this, full hire charge is payable.

### **BOOKING APPLICATION**

**N. B. FULL HIRE CHARGE IS PAYABLE FROM THE TIME THE DOORS ARE OPEN TO THE PUBLIC OR GUESTS.**

Name of Organisation: .....

Name of person responsible for payment: .....

Address: .....

PostCode.....Email.....

Date(s) required.....

**Type / Name of Function:** .....

Please note, all rooms must be **CLEANED** and **VACATED** by the end of the requested hire time, and **NO RUBBISH, BOTTLES OR CANS TO BE LEFT** AT THE VILLAGE HALL but should be taken away by the hirer. Clearing up time must be included in the booked time.

**Insert times below for rooms required: -**

Hall: ..... Club: ..... Committee: .....

Please note the kitchen is shared between above three rooms. If playing loud music all 3 rooms above must be hired. Annexe Room: .....

Prep time (max 1 hour subject to availability): .....

Cheque enclosed for ..... deposit / full amount.

**(Cheques made payable to Willand Village Hall Committee)**

Bacs Payments are welcome details are CAF Bank Ltd, Sort Code 40-52-40 A/C no. 00012464

I have read the **Conditions of Hire Governing the Use of the Hall** and agree to abide by them.

**Signed:** ..... **Date:** .....

**Print Name:** ..... **Tel:** .....

### **PROVISIONAL BOOKINGS WILL ONLY BE HELD FOR ONE MONTH.**

#### **APPLICATION FOR LICENCED BAR OR BRING YOUR OWN BOTTLE (SEE CONDITIONS OF HIRE)**

I would like a \*Licensed Bar / Bring you own bottle (**Please delete as appropriate**\*) for my event.

In the event of a Licensed Bar I will advise at least 6 weeks before my event who is applying for the Temporary Event Notice and make sure that a copy of the TEN is sent to:

**[bookings@willandvillagehall.org.uk](mailto:bookings@willandvillagehall.org.uk)**

**Signed:** ..... **Date:** .....

Send this slip, together with £30 booking deposit [non-refundable], or full payment if less than £30

Send this Form to: - **Frances Wilcox, 35 Fir Close, Willand, Cullompton, Devon, EX15 2PZ**