

WILLAND VILLAGE HALL

Registered Charity No: 301015

Hire charges (per hour) as from 01.04.2024

Website – www.willandvillagehall.org.uk

Class A: Willand organisations and Willand residents for private functions.

Class B. All other categories except Commercial organisations.

Class C. Commercial organisations.

	Hall	Club	Committee	Annex
Class A	11.50	6.30	5.80	7.30
Class B	17.50	9.30	8.30	10.80
Class C	36.00	18.50	17.00	20.60

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

Extra Charges applicable: Licensed Bar: £20 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): - Up to a maximum of ONE HOUR may be allowed free of charge.

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## **Regular 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: .....

Post Code.....Email .....

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

Regularity: weekly / monthly / yearly [Please delete as appropriate.]

Day(s) of the week .....

Date(s) required: From..... To.....

Excluding.....

Room(s) required Hall / Club / Committee (For loud music all 3 of these rooms must be booked) the kitchen is available for use shared between all 3 rooms / Annex. (Please delete as appropriate) the Annex has its own small private kitchen.

Time: From ..... I will have cleared up and be out by .....

Preparation time requested from ..... to ..... [Only if available]

Please note, all rooms must be **CLEANED** and **VACATED** by the end of the requested hire time.

**NO RUBBISH, BOTTLES OR CANS TO BE LEFT** AT THE VILLAGE HALL but should be taken by the hirer. If rooms are not completely cleared on time, there may be a charge made. Please ensure all doors and windows are closed before leaving.

**We now only accept payment by Bacs or Cheque details will be on your Invoice.**

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

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

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

**Email address:** ..... **Tel:** .....

Send this form, To: - **Frances Wilcox, 35 Fir Close, Willand, Cullompton, EX15 2PZ**

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

For multiple bookings at different times please copy this form or complete separate page for the template to fill out (XLS) [Download Here](#)

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## CONDITIONS OF HIRE GOVERNING THE USE OF THE HALL

1. **Applications for hire** of premises shall be made to the Booking Secretary. Variations in charges are at the discretion of the Hall Committee.
  2. **Payment for hire** of premises shall be made to the Treasurer or Booking Secretary. The Booking Secretary will issue a confirmation / receipt once a booking form and deposit have been received. **All lettings**, except for block bookings, should, where possible, be **paid** via cheque which can be placed at the post box at the hall at the **conclusion of the function** for which the Hall has been hired. We also accept payment by Bacs but are unable to accept cash payments.
  3. **Any person or persons to whom the premises are let** shall be responsible for laying out tables and chairs, and for ensuring their proper and orderly use. It is also the hirer's responsibility for **leaving them in a clean and tidy condition**, replacing tables and chairs where found. They will be liable for any damage done to premises or contents. **Any breakages or losses must be reported. Dustpan and Brooms are available for use in each room.**
- THE HALL MUST BE CLEANED AND VACATED BY THE END OF THE HIRE PERIOD. FAILURE TO CLEAR THE ROOM(S) MAY RESULT IN FURTHER HIRE CHARGES. DOORS AND WINDOWS TO BE LEFT CLOSED.**
- Where more than 100 chairs are used in rows, **THEY MUST BE CLIPPED TOGETHER (Fire Regulations)**
4. **The Committee** reserves the right to **refuse any application** for the hire of the premises or to **refuse admission** to any individual without assigning any reason. **18<sup>th</sup> & 21<sup>st</sup> Birthday Parties are considered at the discretion of the hall committee and extra rules will apply please consult with the Booking Secretary for more information.**
  5. **The Committee** reserves the right for a committee member or appointed representative to be **present at any function** for which the Hall is hired.
  6. **Fire appliances** must be kept in their proper places and not misused. **In case of Fire**, all exits should be manned during the evacuation of the building. **Make sure all hall users know where the assembly point is located by the flagpole.**
  7. **All accidents or personal injuries** must be recorded in the accident book (in kitchen) and reported to the booking secretary at the end of the booking.
  8. **No intoxicating liquors** are permitted to be bought, sold or consumed on the premises without the express permission of the Committee. A written application must be made to the booking secretary, stating the name and address of the Licensee responsible for operating the bar, at least 6 weeks before the booked date. The person or organisation arranging the function is responsible for obtaining the Temporary Event Notice (TEN).
  9. **IF A LICENSED BAR IS REQUIRED, A TEMPORARY EVENT NOTICE (TEN) MUST BE OBTAINED FROM MID DEVON DISTRICT COUNCIL, or A PUBLICAN MUST BE APPROACHED TO PROVIDE THE BAR FOR YOU.** In either event a copy of the TEN must be given to the Hall Secretary or the Secretary **MUST** be given sight of it at least one week before the event it refers to.
  10. **In the event of a licensed bar** being in operation, **ALL GOODS, EMPTIES, ETC.,** are to be **REMOVED** at the close of the function and the room left clean and tidy or further charges may be applicable. **No rubbish is to be left at the hall for disposal. All bottles and cans must be taken by the hirer for recycling.**
  11. **Cars** may not be parked to cause an obstruction to any Exits, gates, or doors to the premises the parking spaces must be used.
  12. **Litter shall not be left about the premises.**
  13. **Dogs** shall not be brought into the premises unless kept under proper control.
  14. **The booking fee** (£30.00 or full amount if less than £30) is not refundable in the case of cancellation.
  15. **NO STILETTO HEELS ARE ALLOWED IN THE MAIN HALL.**
  16. **BY LAW, SMOKING IS NOT ALLOWED ANYWHERE ON VILLAGE HALL PREMISES.**
  17. **Loud Music** - due to the impracticality of letting adjoining rooms during disco/dance sessions, **hirers using loud music will be charged for the Hall, Committee and Club Room at their combined rate.** If requiring the use of the hall PA system, please request a demonstration.

### TO ALL HIRERS WHERE MUSIC IS PLAYED

The noise level within the hall must be kept at an acceptable level, (85 decibels near the stage is recommended by the Environmental Health Dept.). Base in discos must be filtered if possible.

**It is also your responsibility to ensure that outside doors and windows are always kept closed whilst music is being played.**

### FOR HIRERS HAVING A BAR/EXTERNAL CATERERS

PLEASE KEEP THE OUTSIDE DOORS AND WINDOWS FIRMLY CLOSED WHILST MUSIC IS PLAYING.

PLEASE TRY AND LOAD/UNLOAD EQUIPMENT WHILST THE MUSIC IS NOT PLAYING.

IF YOU WISH TO HIRE THE HALL, PLEASE COMPLETE THE ATTACHED BOOKING FORM  
AND SEND WITH THE BOOKING FEE (non-refundable) TO THE BOOKING SECRETARY.

Please Note: - Provisional Bookings Will Only Be Held for One Month

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## **SAFEGUARDING POLICY**

Willand Village Hall is governed by a board of trustees. The board has adopted the following safeguarding policies and expects every adult working or helping to comply with it. Consequently, this policy shall apply to all staff managers, trustees, volunteers, students, or anyone working on behalf of Willand Village Hall. All Willand Village Hall trustees staff and volunteers have a duty to safeguard vulnerable users of the Hall and its premises and those who may come into contact with vulnerable users.

### **Vulnerable users could include:**

children, young people, adults with learning difficulties or physical disability, frail, elderly people, and carers.

They should respond to any concerns they may have regarding the physical sexual emotional or psychological safety of a vulnerable person or concerns relating to financial violation or exploitation of these persons. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion, or faith.

1. No trustee helper volunteer or staff member will have unsupervised access to children or vulnerable adults unless they have had training in safe recruitment procedure and introductory Child Protection or Vulnerable Adults protection training.
2. All suspicions or allegations of abuse against a vulnerable adult or child will be taken seriously and dealt with in a speedy and appropriate manner.
3. All staff and volunteers need to be made aware of this policy and should be offered introductory training.
4. **There will be a nominated named Vulnerable users' representative to whom any suspicions or concerns should be reported.**

**This person is: Annie Hooper - Telephone Number 01884 38213**

5. The trustees will keep the premises safe for use by children and vulnerable adults. The trustees recognise that a higher standard of safety is required where use is made by small children, and those who are unable to read safety notices.
6. Any organisations or individuals hiring the Hall for the purpose of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy when booking. All groups with children or vulnerable adults when booking, should supply a copy of their safeguarding policy to the Willand Village Hall Trustees. Supervision of all groups remains the responsibility of those who hire the Willand Village Hall and sign the terms of the booking agreement.
7. The trustees will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 The trustees will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
8. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.
9. No entertainment of an adult or sexual nature shall be permitted on the premises. Any gambling must adhere to rules set out by the gambling commission and have any necessary permits or licenses as required.