

# WILLAND VILLAGE HALL

Registered Charity No: 301015

**Hire charges (per hour) as from 01.02.2022**

**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 organisations.**

**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 | 15.45 | 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:** £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):** - 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 page 2 for the template to fill out (XLS)

|           | HALL |      | CLUB ROOM |      | COMMITTEE ROOM |      | ANNEX |      |
|-----------|------|------|-----------|------|----------------|------|-------|------|
|           | Date | Time | Date      | Time | Date           | Time | Date  | Time |
| January   |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| February  |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| March     |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| April     |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| May       |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| June      |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| July      |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| August    |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| September |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| October   |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| November  |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
| December  |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |
|           |      |      |           |      |                |      |       |      |