

## A QUICK GUIDE TO BOOKING AND USING HOLCOT VILLAGE HALL (v2022.01)

DIMENSIONS, HIRING-COSTS AND OTHER DETAILS of the Hall are available on the relevant page of the Holcot Village website <http://www.holcotvillage.co.uk/function-and-meeting-venues/>

### HOW TO MAKE A BOOKING:

To hire the hall you must be a minimum of 25 years of age, and the named Hirer must be present in the building for the entire hire period. If the function is a children's/teenage party, as well as the Hirer, additional supporting adults (minimum 25 years of age) as appropriate must also be present throughout.

1. To check if the hall is available for your booking:

- Please complete the enquiry form on the website page :- <http://www.holcotvillage.co.uk/book-village-hall/>
- If you have no Internet access, you can contact the Booking Secretary by email [villagehall@holcotvillage.co.uk](mailto:villagehall@holcotvillage.co.uk)

*Please book enough time to include setting-up before your event and clearing/cleaning after it. Sometimes, it may be possible to allow some flexibility (e.g. entering five minutes before and leaving five minutes after the booked start and finish times), but this can't be guaranteed.*

*For example, there may be an adjacent booking immediately before or after - in which case you won't be able to enter until your booked start-time, and you must be ready to leave by your hire finish-time.*

*To avoid that risk, we recommend you book for ALL the time you need to be in the building.*

2. The Booking Secretary will aim to respond to you within seven days.

3. The booking becomes firm when the Booking Secretary confirms availability by email. The Hirer must then confirm acceptance of the hire by email within 7 days. If there is no response the booking will be cancelled.

4. Upon receiving acceptance from Hirer the Treasurer will issue an invoice(s) by email (usually within 7 days). Your invoice(s) will list the dates on which you'll need to make payments against the deposit and hiring fees. Here's a guide to what to expect:

### **BOOKING-DEPOSIT & HIRING-FEES FOR INDIVIDUAL 'NON-REGULAR HIRES'**

**(Special payment terms are offered for 'Regular Hires' i.e. minimum 12 bookings per year**

**– To make an enquiry of availability or for details, please complete a Booking Request)**

**Value of Deposit** (Returnable subject to Terms & Conditions of Hire)

- £50 for General Hire
- £200 for any Teenage or Adult evening party or event hire (or for any other hire at any time of day at the discretion of the Holcot Village Hall Association Management Committee)

### **Methods & timing of payments**

PREFERRED METHOD Bank Transfer

- Nat West: Sort code 56-00-60, account number 03021440

ALTERNATIVE METHOD OF PAYMENT:

- Cheque - Payable to Holcot Village Hall Association (Maximum £400 per cheque - multiple cheques permitted)

**CHEQUES CANNOT BE ACCEPTED FOR ANY PAYMENT MADE WITHIN 28 DAYS OF HIRE DATE.**

**CASH PAYMENT IS NO LONGER ACCEPTED**

***Please include your Invoice Number with your remittance or transfer as our payment reference***

**TIMETABLE FOR PAYMENT OF DEPOSIT**

- £25 holding deposit due 14 days after invoice issue date; this is to allow for quick cancellation without cost to the hirer, but this holding deposit will not be refunded if booking is cancelled after 14 days since invoice date. Unpaid deposit payments will remain due and will be pursued for settlement.  
Please understand that this is because we may have turned away other potential bookings for your date in the meantime.
- £25 deposit balance due 35 days before hire date.
- £150 balance of any £200 deposit by BANK TRANSFER is due 7 days before hire date.  
days of hire (subject to terms & conditions of hire).

**TIMETABLE FOR PAYMENT OF HIRING FEE:**

- Hire fees are due 28 days before hire date or immediately for hires within 28 days of invoicing.

## QUICK-REFERENCE CHECK-LISTS

### USING THE HALL

- A few days before your booking, the Booking Secretary or Treasurer will provide you with instructions for the front door lock and a door entry code by separate email.
- A map of the hall is attached which shows locations of the facilities, cleaning equipment, etc + the heating controls.
- Youth games room': you'll see that the chairs and tables are stored in this locked room; if you've hired only the Main Hall, you may enter this games room simply to access and return the chairs and tables, but otherwise the connecting door must please be kept locked during the hire period. Toilet and washing facilities in or off the games room must not be used if you haven't booked that room.
- The games equipment etc. in the youth games room may not be used at any time - even if that room is hired - and nothing (food/drinks etc) must be placed on table tennis or pool table etc
- Please ensure that vehicles are parked in the allocated spaces - so far as is reasonably possible - but certainly ensure that NO vehicles are parked on neighbours' grass, and access for LARGE emergency vehicles to all properties in Back Lane is available at all times.
- In icy weather, or snow, please put salt on external paths, ramps and steps.  
Without guarantee or liability, we will endeavour to provide a supply of salt for this purpose placed in the main hall lobby.
- Please don't forget that the hall is in a residential street; we therefore ask you to take all necessary steps to ensure that noise is not heard outside the premises so as to cause nuisance to residents in the neighbourhood - and to see that everyone leaves the Hall in a quiet and orderly manner.
- To help you with this, a sound limiter is installed (black box at foot of the ceiling, facing the stage); this gives red visual warnings when acceptable volume is being exceeded.  
After several warnings the power to the 13 amp sockets on the stage is automatically turned off.

### TO ENSURE YOU GET ALL YOUR DEPOSIT BACK & TO AVOID ANY EXTRA CHARGES:

- On arriving please check the building condition thoroughly. If there is anything wrong, immediately follow the procedure, with your invoice email, to notify the Treasurer and thereby avoid potential loss of deposit or other costs.
- The building and its contents, and the surrounding area, must all be left in the condition that you found them in.  
During your booking, please take responsibility for the behaviour of everyone present;  
we're sure you'll understand that we'll have to hold you fully liable for any damage or loss to the building, its contents or grounds.
- Please replace tidily, and where you found them, any items of equipment moved or used.
- The building, its contents, and the surrounding area, must please be left clean, e.g:
  - Tables wiped, crockery/cutlery washed and put away etc.
  - Surfaces in the kitchen, if used, must be wiped.
  - Floors must be swept or vacuumed and mopped if necessary. No 'bits' to be left on the floor.
  - All spillages must be cleaned up, and any litter, cigarette-ends, broken glass etc. must be safely cleared away (both inside and outside the hall – this includes the Hall garden and the public street).
  - Any breakages or damages must be noted in the log book provided in the Kitchen and reported within 24 Hours of hire.
  - Kitchen waste bin to be left empty with a clean bin bag in place.
  - RUBBISH must be bagged and placed in the BLACK wheelie bins outside.  
RECYCLABLE ITEMS (bottles, cans, foil, paper, card and recyclable food packaging) may be put (unbagged) into the BLUE TOP wheelie bin.  
Excess waste & recyclable items which will not fit in the bins (with tops closed) must be taken home.  
Sorting & Disposal Charges apply if not complied with.

### LEAVING THE HALL

- Please check that the cooker-gas & electricity, all water taps, lights\* and exit signs are turned off, and all windows and doors closed & locked at end of hire. (\*Lights in all toilets are automatic)

# HOLCOT VILLAGE HALL HIRING AGREEMENT (v2022.01)

This **AGREEMENT** is made on the date (A) and between the **COMMITTEE** (B) and the **HIRER** (C) named below, whereby in consideration of the sum(s) mentioned (D) the **COMMITTEE** agree to permit the **HIRER** to use the premises (E) for the purposes (F) and for the period(s) (G) all described below

A	Booking Date (Form completion Date)	This is the date that the Hirer submitted the Holcot Village 'Book The Village Hall' form online.
B	Booking Secretary Holcot Village Hall Association Management Committee	Kim Mabbutt Tel : 07590 023689
C	Hirer - Name of organisation and/or individual <ul style="list-style-type: none"> <li>• Where Hirer is an organisation, please also state here the name of the individual responsible or the Booking Request will be denied. Limited Company etc. requests remain the responsibility of the named Hirer.</li> <li>• Address, phone number and email address.</li> </ul>	Details as entered by the Hirer on Holcot Village 'Book The Village Hall' form. The Named Hirer must a minimum of 25 years of age and must be present in the building for the entire hire period.
D	For ' <b>Non-Regular Hires</b> ', the document "A QUICK GUIDE TO HIRING AND USING HOLCOT VILLAGE HALL" sets out: <ul style="list-style-type: none"> <li>- The value of the Deposit required.</li> <li>- Methods &amp; Timing of payments of the Deposit &amp; Hiring Fee</li> </ul> Booking Deposit & Hiring Fee for ' <b>Regular Hires</b> ': (Requiring a minimum of 12 hires per year period) <ul style="list-style-type: none"> <li>- A £50 Deposit is required before the first hire which will be refunded subject to terms &amp; conditions of hire six months after first hire date.</li> <li>- Hiring fees are payable in arrears against quarterly invoices</li> </ul>	Actual values and payment-timetable for both the Deposit and the Hiring Fees for this Hire will be as shown in the relevant Invoice. The Hirer will be deemed to have accepted, and committed to these, unless he informs the Treasurer by email within 14 days of the invoice date. If the Hirer fails to make any payment by the date it is due, the Committee reserves the right to accept an alternative booking for the same date/time, and cancel the Hirer's booking. If the Hirer wishes to cancel the booking, refunds or payments in line with Condition 6 below apply.
E	Premises: Main Hall only Youth Games Room only Whole building	This is as entered by the Hirer on Booking Form NOTE: Hires which include hiring of the Youth Games Room do NOT include use of games equipment (please request separate agreement), and nothing (food/drinks etc) must be placed on pool table etc
F	Purpose of hiring (eg. Party, Quiz, Fashion Show) Party bookings must define type of party. e.g. Teenage, 40th, Wedding, Retirement etc.	As entered by the Hirer on Booking Form. A full description is required.
G	Period of hiring - if 'Non-Regular' Hire	As entered by the Hirer on Booking Form. NOTE: The Hall must be vacated and cleaned by <ul style="list-style-type: none"> <li>- 01:00 am (hires starting) Mon - Fri</li> <li>- Midnight (hires starting) Sat - Sun.</li> </ul> A next day cleaning option may be available on request for full evening hires.
H	Period of Hiring - If 'Regular' Hire (Requiring a minimum of 12 hires per year period)	If you wish to arrange regular use, please detail on the booking request form or contact the Booking Secretary.
I	Headcount	Max capacity of Main Hall 200 people (not seated), 120 (seated in rows). Max 100 recommended seated at tables. Note: 96 chairs are available with sufficient folding tables.
J	Payment may be made by: PREFERRED METHOD Bank Transfer - Nat West (Sort code 56-00-60, account number 03021440) Alternative Methods Cheque - Payable to Holcot Village Hall Association (Maximum £400 per cheque - multiple cheques permitted) NOTE: Cash payment is no longer accepted Bookings remain requests only until confirmed in writing by the Bookings Secretary or by issue of an Invoice	
K	The Hirer agrees with the COMMITTEE to observe and perform the provisions and stipulations contained or referred to in the conditions of hire, for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the schedule overleaf.	

## CONDITIONS OF HIRE (v2022.01)

If the Hirer is in any doubt as to the meaning of any of the following, please consult the Booking Secretary.

1	<p>The Named Hirer (C) will, during the period of hiring, be present at all times and be responsible for the supervision of the premises, the fabric and their contents, their care and safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity.</p> <p>If the function is a children's/teenage party, the Hirer named in (C) supported by additional adults as appropriate must attend throughout to ensure these conditions are met.</p> <p>It is the Hirer's responsibility to ensure that any external entertainment or catering contractors (etc.) comply with these conditions of hire.</p>
2	<p>The Hirer shall familiarise themselves with the fire safety instructions and MUST ensure that all fire exits remain accessible and the EXIT SIGNS ARE ILLUMINATED for the time that persons are on the premises.</p>
3	<p>The Hirer shall not sub-let the premises, or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof, or for which the Hall is not licensed.</p>
4	<p>The Hirer shall be responsible for obtaining licences that may be needed appertaining to use of the premises for which the Hall is not already licensed.</p>
5	<p>The Hirer shall be responsible for ensuring that any electrical equipment to be used during the hire is PAT tested and labelled. Annual PAT Testing may be available for regular users.</p>
6	<p>If the Hirer wishes to cancel the booking the following applies :-</p> <p>Any hiring fees already paid will be refunded in full, providing all due deposit payments have been made. No refund period is offered where hire date is within 14 days of receipt of booking request.</p> <ul style="list-style-type: none"> <li>- Cancellation up to 14 days from invoice date - full return of deposit. The hirer MUST inform the Treasurer by email within this period if the hire is no longer required or the £25 deposit will remain payable without exception.</li> <li>- Cancellation 15 days after the Invoice date and more than 28 days before the hire date £25 deposit will be retained.</li> <li>- Cancellation within 28 days of the hire date the £50 deposit will be retained. Any outstanding deposit will remain payable without exception.</li> <li>- Where the booking request is made within 14 days of the required hire date the £50 deposit will be retained. Any outstanding deposit will remain payable without exception..</li> </ul>
7	<p>The Hirer is granted access to the hired room(s) for the period of hire invoiced (or reserved in the case of 'regular' hires where invoices are presented after period reserved). The Hirer may access five minutes before and leave five minutes after their start and finish times, however should there be an adjacent hire in progress (within that previous Hirer's reserved time) the new Hirer will not enter the building until their start time, other than making the current hirer aware that they are waiting. Similarly the Hirer will vacate immediately the next Hirer's start time arrives when notified by the next Hirer. The Hirer agrees that their reserved hire time period includes any set-up/arrival and clean-up/departure time which they may require.</p>
8	<p>The Village Hall has limited facilities for recycling (just one Blue Lid wheelie bin) therefore if that bin is full the Hirer agrees to remove all recyclable materials such as bottles, cans, paper, card and recyclable food packaging etc. All recycled items must be reasonably cleaned and drained before being placed in the Blue Lid wheelie bin. Recyclable items must not be bagged in the wheelie bin. Recyclable items may not be disposed of in the black wheelie bins. Used Balloon Helium Gas Canisters may not be recycled in the wheelie bin and must be taken away for recycling. A charge will be made for disposing of cylinders left at the Village Hall.</p>

9	<p>The document "A QUICK GUIDE TO HIRING AND USING HOLCOT VILLAGE HALL" forms part of these conditions and sets out aspects for which the Hirer is responsible during, and at the end of, the Hire - including those which, if not complied with, will lead to extra charges. The Hirer agrees to indemnify the Village Hall Association for any such extra charges, and accepts that they will be deducted from the deposit paid, or will be invoiced to the Hirer for immediate payment if there is insufficient deposit held. For example (but not limited to these):</p> <ul style="list-style-type: none"> <li>- Repairs or replacement in case of damage or loss to the building, grounds or contents</li> <li>- Any damage, subsequent unauthorised entry or theft etc. resulting from failure to follow the requirements in the 'Leaving the Hall' section of the above document</li> <li>- Additional cleaning charges</li> <li>- Disposal by the Association of recyclables or any other waste left over from the Hirer's event (whatever the quantity) will result in a minimum charge of £40 (+VAT) being made to the Hirer. Where overspill (or binned) waste and/or recyclables are unsorted this charge will be a minimum of £80 (+VAT) due to the unpleasant effort required in sorting and bagging before recycling or disposal.</li> </ul>
10	<p>The Village Hall does not have a TV Licence and there is therefore the risk of a £1000 fine. If anyone watches TV programmes including those from catch up sites from any device that is plugged into, or being charged from, a socket in the Hall, they will be risking this fine. The Hirer acknowledges their responsibility to make all persons attending the hire aware of this and to supervise all persons present during the hire. He/she agrees their responsibility to immediately settle any fine on behalf of any attendee or other third party found to be contravening this condition, whether invited, a paying guest or otherwise present. The Hirer accepts responsibility for payment of any fine and that they may not redirect The Holcot Village Hall Association to collect from any third party. The Holcot Village Hall Association shall not have, or require, contact with that third party.</p>
11	<p>The Hirer acknowledges the Fire Risk Assessment and Emergency Action Plan and will comply with their content, a copy is available by link from the online booking request form and is also available on an individual basis on request from the Bookings Secretary or Treasurer.</p>
<p><b>ACCEPTANCE OF TERMS &amp; CONDITIONS</b></p> <p>The submission of an Online Booking Request and/or payment of any deposit or hire fee electronically or by any other means confirms the Hirer's acceptance of these or any subsequently amended Terms &amp; Conditions</p>	

## USING HOLCOT VILLAGE HALL:

### WHERE DO I FIND...?

BLACK =  
ROOMS etc

BLUE =  
EQUIPMENT

#### KITCHEN

- ☹ Keys for hatch-shutter, kitchen-units, and door to Back Lane, are on hook on shelf by the hatch-shutter
- ☺ *AT END OF YOUR SESSION, PLEASE EMPTY FRIDGE, AND TURN-OFF FAN-HEATER, EXTRACTOR-FAN & GAS-TAP ON PIPE*

Vacuum, broom, dustpan & brush, mop & bucket in this cupboard

LADIES' FOR MAIN HALL

UNISEX DISABLED TOILET/ BABY-CHANGE

HEATING 'extra-time' boost button

FIRE EXIT

## MAIN HALL AREA

*Please feel free to decorate the hall for your party or event, but please:*

- no Blutak or pins on the walls
- use the hooks provided on the picture rail and at the foot of the roof-beams

ENTRANCE LOBBY FROM BACK LANE

GENTS' FOR MAIN HALL

TOILETS FOR YOUTH GAMES ROOM

ROOM THERMOSTAT  
You can adjust temperature for this session

CEILING FANS CONTROLS

*Storage for chairs & tables (access through double wooden doors - key on hook on small shelf by kitchen hatch-shutter)*

#### STAGE

ACCESS-STEPS STORED ON STAGE or UNDERNEATH ITS FRONT EDGE

**YOUTH GAMES ROOM &/or DRAMA 'GREEN ROOM'**  
*(Facilities in areas edged in red are NOT normally included with hiring of main hall)*