

# Gilston & Eastwick Village Hall

## Booking Form & Letting Fees

Please note: all lettings are deemed to be minimum of one & half hours

**Community Events** - where **ALL** residents are invited and no “entrance fee” is levied. **Free of charge.**

For example: Community “Meet & Greet” events, Pancake Tuesday, etc. including age related events such as “Messy Church”

Please discuss with the Bookings Officer or any member of the Village Hall Management Committee

<b>Non profit</b> Making Events  Eg Mum & Toddler Groups, Coffee Mornings, Table Tennis clubs	<b>Regular</b> Bookings  <b>10 or more</b> sessions	<b>Residents</b> of G & E  <b>£10 per hour</b> , minimum 1.5hrs	<b>Non residents</b>  £12 per hour, minimum 1.5hrs
If 10 sessions paid in Advance 11 <sup>th</sup> session Free of Charge			
	<b>Casual</b> Bookings	<b>Residents</b> of G & E  £12 per hour, minimum 1.5hrs	<b>Non residents</b>  £14 per hour, minimum 1.5hrs
	<b>Children’s parties,</b>  <b>up to the age of 13</b>  residents only	£14 per hr minimum 2hrs	
<b>Commercial / Profit Making</b> bookings  Eg Yoga classes	<b>Regular</b> Bookings  3 months or more	£13 per hour - minimum 1.5hrs  If 3 months paid in Advance 1 session Free of Charge	
	<b>Casual</b> Bookings	£15 per hour - minimum 1.5hrs	
	<b>‘Start Up’ activities</b>	Discounted £11 per hour - minimum 1.5hrs  For <b>first 10 sessions</b>	

Damage Indemnity Payment, £100 cheque, is required against damage, breakages, missing equipment and any additional cleaning time found to be necessary. This will be returned providing no penalty payment is needed. £125 for evening parties.

**Community events** use of Hall to be **free of charge**.

Community events are where **ALL** residents are invited (this includes age related, eg "Messy Church") and no "entrance fee" is levied.

**Non profit making events** That is; small independent groups where admission fees are solely for the benefit of said group; eg Gilston Table Tennis group, Mum & Toddler group, etc

**Regular bookings** 10 sessions or more booked in advance

**Casual bookings** less than 10 sessions booked in advance

**Commercial bookings / Profit making** ie aims to make a profit (SpringBox, Yoga classes, etc.) or where the organisers / members are required to pay a 'subscription' to a parent organisation (U3A or similar)

**Regular bookings** minimum 3 months

**Casual bookings** less than 3 months booked in advance

**Start Up Activities** To encourage new activities and ventures the first 2 sessions will be at no charge and the next 8 sessions will be offered with a £2 per hour reduction.

### Booking of Hall

First, we regret that the Hall is not available for letting to or for the use of anyone between the ages of 14 and 21.

Children's parties - up to the age of 13 - may be held on Saturdays and Sundays between 9:30am and 6:00 pm . The fee is **£14.00** per hour - minimum 2 hours - with a refundable deposit of **£100**, both of which must be paid in advance.

Evening parties may be held between 6.30 p.m. and 11.30 p.m. The fee is **£18.00 per hour** with a refundable deposit of **£125**. Non-residents must have a resident to vouch for the hire.

The Parish Council has the Hall for its meetings from 7.30 p.m. onwards on the second Monday of the months of January, March, May, July, September and November, and occasionally on other occasions.

Regular weekly or monthly lettings for meetings or other activities (as opposed to a one-off event) may be held, subject to a formal licence being completed beforehand. The rates are **£18 per hour**.

Further details and applications are available by emailing

**Please see below the conditions of hire and a copy of the booking form that can be printed off.**



# Gilston & Eastwick Village Hall

## Hall Letting Conditions

Applications for any use of the Hall should be made to the Bookings Officer: [gevillagehall@gmail.com](mailto:gevillagehall@gmail.com)

1. The Management Committee reserves the right to refuse any application to use the Hall.
2. The Hall includes use of the kitchen facilities and car park for the parking of cars only. No parking shall be permitted at the front of the premises. The nursery play area and nursery furniture are not available for use.
3. The number of persons permitted to use the Hall at any time shall not exceed 90 when seated and 60 on other occasions.
4. Persons taking a letting must be aware of the NO SMOKING Policy and the Fire Precautions with the equipment available and means of escape in case of fire or other emergency. The front door is a Means of Escape only and must be kept clear of all obstruction.
5. The Hall is available for private lettings only. There are NO licences for music or other entertainment or other ticket selling events. The person responsible for the letting must apply for and obtain any licences which the law requires. Amplification of music and alcohol consumption at adult parties shall be so controlled to prevent nuisance to the local residents and cleaning staff.
6. The Letting Fee can be paid by BACS or cheque  
Damage Indemnity deposit must be paid by cheque  
at least 7 days before the event. See Booking form for details.
  - Your Damage Indemnity Payment is held against damage, breakages, missing equipment and any additional cleaning time found to be necessary. This will be returned providing no penalty payment is needed.
  - Providing there has been no breach of these letting conditions or any damage to the premises, its fittings or equipment the Damage Indemnity deposit will be refunded one week following the letting.
7. In fairness to local residents all playing of music shall cease at 10:30pm and the letting shall be completed with the Hall cleared, cleaned and vacated by 11:30pm. Guests and cars are requested to leave quietly without giving any offence to local residents.
8. For evening hires the person taking the letting shall ensure that at least one responsible adult over 30 years of age shall be present throughout the period of the letting to secure safety, prevent unauthorized entry and see that the event is conducted in an orderly manner with no activity being performed which shall be contrary to decency, good manners and the law.
9. The use of adhesive tape, pins, blue tac or other adhesive on the walls, doors and ceilings is not permitted. Any decoration for the event must be removed at the end of the letting together with all refuse which shall be bagged up and taken away. The premises shall be left clean and tidy, which shall include the removal of all sticky liquids or other matter, as found at the commencement of the letting. Chairs and tables are to be stacked tidily in the entrance lobby, lights and heating switched off and windows properly secured.
10. Providing there has been no breach of these letting conditions or any damage to the premises, its fittings or equipment the Damage Indemnity deposit will be refunded one week following the letting.
11. The Management Committee accepts no responsibility for any loss or damage to persons or their property during the period of the letting.
12. The key to the Hall is to be collected prior to and returned to the Bookings Officer on completion of the letting.

Gilston & Eastwick Village Hall Management Committee