

Gilston & Eastwick Village Hall

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.

For example: Meet & Greet, 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

Non profit Making Events Eg Mum & Toddler Groups, Coffee Mornings, Table Tennis clubs	Regular Bookings 10 or more sessions	Residents of G & E £10 per hour , minimum 1.5hrs	Non residents £12 per hour , minimum 1.5hrs
		Evening Rate £30 (Mon – Thurs only) From 6:00pm	Evening Rate £36 (Mon – Thurs only) From 6:00pm
If 10 sessions paid in Advance 11 th session Free of Charge			
	Casual Bookings	Residents of G & E £12 per hour , minimum 1.5hrs	Non residents £14 per hour , minimum 1.5hrs
		Evening Rate £36 (Mon – Thurs only) From 6:00pm	Evening Rate £42 (Mon – Thurs only) From 6:00pm
	Friday & Saturday evenings between 6:30pm & 11:30pm	£18 per hr minimum 2hrs residents only , hirer must be over the age of 30, to vouch for the hire and be present during the event.	
Children's parties, up to the age of 13	Saturdays & Sundays. Available between 09:30am & 6:00pm	£14 per hr minimum 2hrs residents only	
Commercial / Profit Making bookings Eg Yoga classes	Regular Bookings 3 months or more	£13 per hour - minimum 1.5hrs If 3 months paid in Advance 1 session Free of Charge	
	Casual Bookings	£15 per hour - minimum 1.5hrs	
	'Start Up' activities	Discounted £11 per hour - minimum 1.5hrs For first 10 sessions	

The Hirer is financially responsible for any damage, breakages, missing equipment and any additional cleaning time found to be necessary.

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

All evening bookings the hall will be available from 6:00pm and must be vacated by 11:30pm

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)

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.

Day rates are available at £400 per day.

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 - 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** - which must be paid 7 days in advance. Non-residents must have a resident. over the age of 30, to vouch for the hire and present during the event.

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 gevillagehall@gmail.com

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

Gilston & Eastwick Village Hall

Application for Hire / Booking Form

Day & Date of booking			
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.			
Times required*	From:.....	To:.....	
* Time from will be the time when the Hall is required to be opened to receive / goods / make preparations. * Time to will be up to time when Hall is cleared and left clean & tidy – 11:30pm at the latest. The Hall will not be let: to any persons under 18 years, for public discos, etc.			
Full name of Applicant			
Address and Postcode			
Contact details			
Hire Cost			
I, the undersigned, hereby apply for use of Gilston & Eastwick Village Hall as stated above. I agree, if the application for hire is accepted, to observe and be bound by the Hall Letting Conditions, a copy of which I have received and read – see overleaf.			
Payment – * delete as appropriate * I have paid using BACS (email trevorrbrown@btinternet.com when completed) BACS payment should be made to: 20 – 36 – 98 Sort code 30417130 Account number Your name Reference field (to be completed by hirer)			
* I have enclosed cash / cheque (payable to Gilston & Eastwick Village Hall) Please return this completed & signed form and payment to the Treasurer. Mr T Brown, 3 Dairy Cottages, Church Lane, Gilston, CM20 2RJ			
Cheque number		Value	
Signed		Date	
The Hirer is financially & legally responsible for any damage to the premises, its fittings or equipment and for the cost of any cleaning & associated costs incurred as a result of the hire.			
Cancellation will incur a charge. Where a booking is cancelled with less than 4 weeks notice there will be a Cancellation Fee - 50% of the booking fee			

Gilston & Eastwick Village Hall Hall Letting Conditions

Applications for any use of the Hall should be made to the Bookings Officer: 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. Bookings are not confirmed until receipt of full payment. See Booking form for details.
7. The Hirer is financially & legally responsible for any damage to the premises, its fittings or equipment and for the cost of any cleaning & associated costs incurred as a result of the hire.
8. 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.
9. The person taking the letting shall ensure that at least one responsible adult (in the case of evening events the responsible adult must be a Parish resident 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.
10. 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.
11. The Management Committee accepts no responsibility for any loss or damage to persons or their property during the period of the letting.
12. A cancellation charge will be incurred if a booking is cancelled within 4 weeks of event.
13. The hirer will be supplied with the hall key code prior to hire commencement.
14. The key code lock must be applied at end of the hire.