

CHALTON VILLAGE HALL

IMPORTANT INFORMATION & CONDITIONS OF HIRE



Please read carefully, it is important you understand the responsibilities/requirements of hire:

The hall and its volunteers

Chalton Village Hall dates back to 1561 and offers a certain charm and atmosphere, not found in modern halls.

The Hall is looked after by a group of volunteers who give their time freely and work as a team to ensure it is available to hire as often as possible, so celebrations can take place in this historic hall.

How to arrange a viewing:

To view the hall please phone 07596 745775 and one of our bookings team will arrange at a mutually convenient time. We do respectfully ask that you are punctual for your viewing.

How to Book by phone:

If you have used the hall before/have attended an event there previously, you can book without viewing. Simply phone 07596 745775 or email chaltonvh@gmail.com to enquire about the date you want.

How to pay deposits are payable with your booking as follows:

£50 children's party (daytime)

£100 any other celebration (day/evening)

£200 wedding. This is always a 48 hour booking, giving set up/event/cleardown timed

Paying your deposit secures your booking and you will be asked to make full payment based on number of hours hired (48 for a wedding) two weeks before the event date. The deposit is separate to this amount.

Deposits are currently payable by cash or cheque and you will be advised where to post/deliver your deposit to. All addresses are within Chalton.

Return of deposit: Deposits will be returned within seven days providing the full conditions of hire have been adhered to.

Hours of hire:

The hall is available from 9am to midnight. Events must end at 11.30am to allow time to vacate and clear down as described above

Collection/return of keys:

Keys will be handed over either:

At the hall from one of our volunteers by the hirer or the hirers representative. At this point the hirer is totally responsible for the hall and those using it.

Collected directly by the hirer from one of our volunteer addresses within Chalton

It will usually be requested that keys are returned to an address within Chalton at the end of the event. The full address will be given at the time to the main hirer, along with any relevant instructions.

Legend: Site = Hall and its surrounding grounds Hall = all parts including entrance foyer, toilets/small room, kitchen and boiler room

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Music:

There is no PA system within the hall, you will need to provide your own speaker system which should be plugged in to the sockets by the boiler room door.

You are asked to be considerate of nearby residents by closing doors to outside after 9pm to minimise noise.

Alcohol:

The hall does not have an alcohol licence, therefore the hirer shall be responsible for obtaining such licence when alcohol is to be sold on the premises.

All glass bottles and cans must be removed from site at the end of the hire period

Bouncy Castle:

There is a £10 extra charge for electricity and a copy of the professional liability insurance from the company providing the bouncy castle is required prior to the event.

BBQ

A BBQ can be used provided by a catering company and a copy of their professional liability insurance is necessary prior to the event. No private BBQ's can be used.

Parking:

It is essential that parking is restricted to the car park of the village hall and this must be overseen by yourselves. Consideration for residents and local businesses must be upheld. Failure to do so will result in possible clamping and loss of deposit.

Behaviour:

Whilst your event is taking place, you are responsible for the behaviour of all persons using the premises, including supervision of car parking to prevent obstruction of the highway and proper supervision of children.

The Village Hall committee shall not be liable to the hirer for any resulting loss or damage whatsoever in the event of the hall or any part thereof being rendered unfit for the use for which it has been hired

The capacity of the hall is **100 persons**. Beyond this, insurance is negated.

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CONDITIONS OF HIRE – please read in conjunction with the important information above

- Hirers who arrive more than 10 minutes late for a hire period will have £1 per minute deducted from the deposit. The “hirer” is the person who has arranged the booking or their representative. This does not mean an outside company who are providing a service for you. This is non-negotiable.
- No fireworks to be used due to proximity of farm animals and haystacks
- No Chinese lanterns to be used due to the risk of fire
- Tealights can be used but must be in appropriate containers and never left unattended
- Bouncy Castles – incur an addition £10 payable at time of deposit
- BBQ must be provided by outside caterers and professional liability insurance provided
- All glass/bottles must be removed from site
- All rubbish must be neatly disposed of inside bins (never left outside in bags) /removed from site
- No helium balloons to be left within the hall
- No lights left on (this incurs a £10 deduction from the deposit). This is non-negotiable
- Hall cleaned thoroughly (brooms/brushes/mop and bucket/vacuum provided)
- Furniture put away correctly (Information booklet in the hall depicts) There must always be a clear route to the boiler. Health & Safety.
- The property is insured for a maximum of 100 people, you must not exceed this number.
- Hirer to have remained responsible for the building and all those using it for the duration of the hire period
- Parking to be restricted to the village hall car park and consideration for residents upheld
- Hirer to have returned keys to the designated address within Chalton
- Hirer can expect deposit cheque to be returned to them providing all of the above has been adhered to, within seven working days.

I confirm I have read and understand the responsibilities of hiring Chalton Village Hall. I understand that failure to comply with any of the above will result in monies being deducted from the deposit paid.

Signed: _____ Dated: _____

PRINT HERE _____

Address of hirer:

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