

# WOODLANDS ST MARY VILLAGE HALL

## TERMS AND CONDITIONS OF HIRE

1. Arrangements to view or book the hall can be made in person at the Woodlands Social Club when open or email to [info@the-woodlands.club](mailto:info@the-woodlands.club) or visit [www.the-woodlands.club](http://www.the-woodlands.club)
2. Any application to hire the Hall can be refused without explanation
3. A responsible adult must be present in the Hall throughout the period of Hire.
4. The Hall can be hired for private functions only if tickets are not for sale to the general public.
5. If bar service is required this must be requested at the time of booking. Only authorised persons may control the bar as per the licence. If extended bar hours are required this must be made clear at time of booking. An additional charge of £12.50 per hour will apply if the bar is required outside of normal opening hours.
6. The hirer is responsible for ensuring that the Hall is left in a clean and tidy condition. If not, a cleaning charge of at least £50.00 and commensurate with time & cost of cleaning will be made. Upon access being granted the cleanliness will be ascertained with the hirer & awareness of the fire safety policy. Cleaning Materials and Hoover are available for hirers.
- 7. ALL RUBBISH MUST BE TAKEN AWAY BY THE HIRER. A charge of £10 per bag will be levied for any rubbish left behind.**
8. During the period of hire, gangways and doorways must be kept clear of obstructions at all times.
9. Any breakages incurred during the period of hire must be reported and paid for in full.
10. Animals will not be allowed into the Hall without the prior permission of the Committee.
11. The legal maximum capacity of the Hall is 80 persons seated at tables and 100 persons standing. These limits must be strictly observed.
12. The Hall will be opened and locked after hire by an authorised keyholder only. The Hall must be vacated 20 minutes after the bar closes (where applicable).
13. The person hiring the Hall will be responsible for ensuring their guests behave in a responsible way.
14. Bookings will not be confirmed until the payment in full including the deposit is received and commercial booking cannot be made via 3<sup>rd</sup> Parties.  
**Hirers are not allowed to bring or consume their own alcohol as the hall is a licenced premises. All drink must be purchased at the bar. If drinks not usually supplied, are required then at least 2 weeks notice is required to cater for the hirer's needs. We will do our best to get whatever you need at very competitive prices.**
15. Fog and Ice machines are not allowed.
16. These terms and conditions cannot be varied without prior notice.
17. The Hall and Social Club operate a CCTV system for security purposes.
18. The refundable deposit is required at the time of booking and will be refunded once the hall is returned in a clean and tidy condition.

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Hire Fee's – See table below.

Hirer	Hourly Rate – Minimum 3 Hours	Deposit (Refundable once hall is checked after hire)
Private Hire	£12.50	£50.00
Resident of the Woodlands	£7.50	£50.00
Regular / Recurring bookings	By Arrangement	By Arrangement
Commercial	£25.00	£50.00
Bar (outside of usual opening hours)	£12.50	

Hall Hours Required \* Hourly Rate = £\_\_\_\_\_

Bar Hours Required \* Hourly Rate = £\_\_\_\_\_

Deposit = £\_\_\_\_\_

Total = £\_\_\_\_\_

Payment in full is required at the time of booking.

**I have read and understood the above booking conditions.**

Name of Hirer .....

Purpose of Hire .....

Signature .....

Telephone Number .....

Email Address.....

Date and time of hire .....

Approximate number of guests expected: Adults.....Children.....

Bar Required? Yes / No.

Agreement all rubbish will be removed by hired.....

Agreed on behalf of the Committee.....

Payment by Bank Transfer or Card Payment at the Bar

Account Name	Woodlands St Mary Village Hall
Bank	Metro Bank
Sort Code	23-05-80
Account Number	29885206