LONGDON VILLAGE HALL

Current scale of charges
(January 2013)

Main hall	£15.00/hour
Meeting room	£10.00/hour
Office	£ 7.00/hour

Children's parties £30.00 (2½ hours)
(*standard price for 2½ hour party with setting up/clearing up time before and after)*

Hiring charges include use of all equipment in the Hall, kitchen & bar and heating

Discounts may be given for extended periods of hire or use of more than one room.

Hire of equipment

(with a refundable deposit of £20)

Chairs	40p/chair
Trestle tables (Minimum charge £5.00)	£2.00 each
Crockery and cutlery	£1.00 per place setting

BOOKING REGULATIONS

Rules for hiring the Village Hall

1. Application for the use of any part of the Hall premises should be made to the Committee Booking Agent:
   Jo Beswick 0797 3267 111 or
   www.longdonvillagehall.org.uk

2. No intoxicating drinks to be **SOLD** without a licence.

3. The Hall shall be closed at 1.00am Monday to Friday,12 midnight on Saturday and 11pm on Sunday

4. Losses, breakages and damage to the property during the period of hire should be reported to the Booking Agent and must be made good by the organisation responsible.

5. Organisations/hirers will be charged in full for cancelled bookings unless fourteen (14) clear days' notice is given to the Committee.

6. No responsibility is accepted for any articles left on the Hall premises, or for damage to, or theft from any vehicle using the car park.

7. All equipment, including crockery and cutlery to be cleaned after use.

8. The Hall is to be left clean and tidy after use.

Note: *If the Hall is not left clean and tidy, a cleaning charge of £10.00/hour will be made.*

9. The main hall lights should be turned off at the end of the hiring but please note –
   the toilet lights and fans and outside lights will switch off automatically
   (light switches are located in the store room to the left of the main hall)

10. Portable heaters are not to be used, (except in the office). The hire charge includes heating and hot water.
    Note**: if the heating is too high or too low then the room **thermostat** on the left of the wall cupboards in the main hall may be adjusted accordingly, but **please return it to its original position when leaving.

11. The Village Hall Committee reserves the right to ask for hiring charges in advance.

12. Any hirer must nominate two responsible persons to act as stewards during any function in the main hall and/or one steward in the meeting room.

13. Maximum permitted numbers:
    80 in main hall
    40 in meeting room and office

14. Any comments or suggestions? Please fill in box on website.

15. The Hall is a **NON-SMOKING** building.

16. In the event of a village emergency the Emergency Officer has the right to commandeer the Village Hall (even if it is already booked).