

COST OF HIRE

Hourly

Standard rate (up to 5 hours) £12

Weekday Sessions

Morning	(9.00am – 1.00pm)	£20
Afternoon	(1.00pm - 5.00pm)	£30
Evening	(6.00pm – 11.00pm)	£40
Working Day	(9.00am - 5.00pm)	£50
All Day	(9.00am - 11.00pm)	£80

Weekend Sessions

All day	(9.00am - 12.00am)	£100
½ day		£50

Marquee (All Day) £50

Hire period is from time of entry until departure with hall tidy (must include setting up and clearing up time).

MAXIMUM CAPACITIES

Dancing	110
Dinner/Dance	64
Theatre Style	120
Seated at tables	80

a) A separate cheque for a fee as discussed with the booking secretary will be required as a special deposit. This should be sent before the event or be given on collection of the keys. This deposit will be returned two weeks after the event provided no damage or loss has been caused to the premises and /or contents; no complaints made to the Village Hall about noise or other disturbance during the period of hiring; all rubbish has been cleared and the area left tidy. Request for the special deposit is at the booking secretary's discretion. Your cheque will not be cashed unless any of the above apply.

b) The hall is not licensed for the sale of alcohol, therefore unless the hirer has made arrangements for a Temporary Event Notice, (TEN), no alcohol can be sold on the premises. We advise strict supervision of any alcohol served during an event. Gate Crashers have been known to create a lot of damage and spoil an event, so please make suitable arrangements to prevent this.

c) Due to recycling regulations all rubbish must be removed after the event, please make sure you bring adequate dustbin liners with you.

d) It is very important, and the responsibility of the Hirer to ensure, that the capacity of the hall is not exceeded. Because it is the law, failure to comply could result in police action.

e) Bookings cancelled within 28 days prior to the event will forfeit 50% of the hiring fee. The full hire cost will be forfeited after this time. These decisions will be at the discretion of the booking secretary.

f) Booking form and fee needs to be received before booking is confirmed. All bookings will be confirmed in writing either by email or letter.

OPENING AND CLOSING FIDDINGTON VILLAGE HALL

PLEASE READ CAREFULLY

1. ACCESS & EXITING THE HALL

The hirer will have been made aware of these arrangements at the time of booking. If you have arranged to lock the building please ensure that, the heating is turned off, windows are shut, lights are turned off, and all doors are shut, before locking the main door & returning the key. If you are leaving at night time, please also lock the five bar gate with the chain and padlock.

2. SAFETY

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the **FIRE BRIGADE** called by dialling **999**. Please note there is no public telephone in the village, and the hirer is advised to bring a mobile phone. There are **FIRE EXTINGUISHERS** in the main hall, the kitchen and on the stage- **please note exact location** before the event commences carry out a British Airways style announcement to inform people present where the emergency exit routes are.

It is a condition of the Premises Licence that hirers should know how many people are in the building at an event this is to ensure that in an emergency all persons can be accounted for.

Please use the trolleys provided for moving the chairs and tables in order to avoid injury. Please stack chairs and tables in a tidy manner in the areas where they were found – this is usually the Stage and Meaker Room.

3. **FIRST AID** box is located in the Kitchen.

4. EMERGENCY LIGHTING

The statutory emergency exits, at the East (main entrance) and West ends of the building are indicated by permanently lit signs; these should not be interfered with at any time. In the event of a power failure the emergency lighting will come on automatically.

5. **Wi Fi** is available, free. BTBHub6-ZH5S; pass **HK63rxg9TeW6**. If this needs re-setting, the hub is above the inner door hall entrance. WE ARE HAPPY FOR YOU TO PRESS THE RESET BUTTON BUT PLEASE DO NOT DO ANYTHING ELSE TO THE HUB. Please report any problems experienced to the booking secretary.

6. SMOKING

The hall is designated as a total no smoking area, so please observe this condition.

7. HEATING AND HOT WATER

The hall has a dual heating/hot water boiler. The requirements for this can be discussed when collecting the keys for your event. The heating controls are located in the Meaker Room Cupboard. Please do not adjust the system unless you have been instructed on how to change it.

8. FURNITURE

Please leave furniture tidy and if possible where you found it.

9. BREAKAGES

All breakages should be reported to the secretary.

10. CROCKERY/CUTLERY

All crockery and cutlery should be washed and returned to the marked containers and the kitchen left clean and tidy (as you found it).

11. CONSIDERATION OF OTHERS

Although the hall is fairly remote, noise outside the building can be heard in the neighbouring properties, therefore please try to restrict noise levels, particularly after dark. Please do not use drawing pins, Sellotape or blu-tack on the walls. Use blu-tack if you need to put up notices or decorations on the wall rails. Do not fix decorations near light fittings or heaters. Please ensure that you leave the village hall **CLEAN AND TIDY**.

12. FAULTS AND DAMAGE

Please report any faults or damage to the booking secretary, so that they may be rectified quickly. We welcome your comments.

The committee thanks you for your booking and cooperation with the above. We hope you enjoy your time at the hall.