

BARNACLE VILLAGE HALL

## Hire of the Hall

Before completing this form, please ensure that you have checked with the **Booking Officer** that the **date is available**.

Please ensure you read the **Conditions of Hire** (overleaf)

Complete and return the form to:  
**Barnacle Village Hall Bookings**  
**7 Top Road | Barnacle | Coventry | CV7 9LE**  
or email [daphnes431@gmail.com](mailto:daphnes431@gmail.com)

A **£25 deposit** is required for all bookings and this can be paid by cheque payable to **Barnacle Village Hall** or by Bank Transfer to **Barnacle Village Hall** Sort code **52-30-02** | Account No. **30050464**

### EVENT COSTS

#### HALL (including the Snug)

All day	10.00am-11.45pm	£250
Half day	2.00pm-11.45pm	£220
Evening	7.00pm-11.45pm	£180
Shorter periods		£30/hour

#### SNUG only

Maximum of 25 people

Up to 3 hours use	£35
Additional hours	£11/hour

It is imperative that the Hall is left completely clean and tidy at the end of your booking. You will need to make arrangements to ensure that happens.

\* This is the time when you want to be able to get into the Hall. If you want time to 'set-up', your booking should start from that time. The Hall might be let to someone else in the time period before that time.

I confirm that I have read and accept the **Conditions of Hire** (overleaf)

Signed  
The Hirer \_\_\_\_\_

Date \_\_\_\_\_

Bookings Hotline 07941 910714

Date of Event	
<b>HIRER DETAILS</b>	
Name of Hirer	
Organisation (if applicable)	
Address	
Post code	
Telephone	
Email address	
This information will be used for no purpose other than to contact you about your proposed hire and will not be disclosed to anyone else.	
<b>EVENT DETAILS</b>	
What is the Event?	
Area required	Whole HALL SNUG only [Delete as appropriate]
Start time of booking*	
Number attending	
Bar required?	YES / NO [Delete as appropriate] There is no additional charge for the provision of a bar but there must be <b>at least 60 people attending</b> and for a maximum of <b>5 hours</b> . If additional hours are required there is a fee of £22 for each additional hour. If a bar is booked, bringing your own drinks is not allowed. <b>The bar closes at 11.00pm.</b>
Bar opening time?	
Kitchen required?	YES / NO [Delete as appropriate] There is no charge for the use of the kitchen but a <b>refundable bond of £50</b> is required until after the event and returned when the kitchen is left completely clean.
<b>PAYMENT DETAILS</b>	
Deposit	I enclose my <b>Cheque</b> I have paid by <b>Bank Transfer</b> [Delete as appropriate]
<b>BOOKING OFFICER USE</b>	
Hire cost	
Deposit paid	
Balance paid	

# Barnacle Village Hall – Conditions of Hire

## Making a Booking

The hirer must be **18 years of age** or older.

The official **maximum capacity** of the Hall is **140** when seated for a show or other entertainment. That number must never be exceeded. For functions with people moving around the Hall, such as parties, dances and skittles evenings, a **practical maximum** is **100** attendees. You should not exceed that number.

### Sub-letting is not permitted.

When making a booking, a **Booking Form** must be completed and a **deposit paid**. The date of the booking will then be held for you. If you subsequently cancel your booking, you will lose the deposit.

The costs of hire are displayed on the website and on the booking form. Preferential rates apply for Barnacle residents hiring the Hall for family parties, etc. Those rates do not apply if a Barnacle villager wishes to hire the Hall for commercial activity. If a villager wishes to hire the Hall for a function to raise money for a charity with which they are involved and all the profits from the event go to that charity, 'Barnacle villager rates' will be applied.

If you want to **use the kitchen**, a **separate Bond** is payable. It will be returned to you providing the kitchen is left in a clean and tidy condition. If you are using the kitchen you will need to provide necessary cleaning materials, 'plastic sacks' etc.

The Hall is not generally available for hire before 10.00am and must be closed no later than midnight. You are asked on the Booking Form to indicate the time when your event is to start and end.

The time when you indicate that your event is to start, is the time when you can access the Hall. If you want earlier admission (so that you can 'set-up' etc.) you will need to book the Hall from that earlier time and pay for it. *Do not assume that you can have early admission without booking it, as the Hall may be let to another hirer before the time you indicate that you want it.*

Some days before the booking, you should liaise with the Booking Officer about gaining admittance to the Hall and any other matters about which you require advice. You should also make arrangements about paying any outstanding balance for your hire.

The policies of the Village Hall relating to Financial Management, Hall Hire, Equal Opportunity, Health and Safety, Safeguarding and CCTV can be found on the Village Hall website.

## On the day of the Booking

The hirer or another person aged 18 or over must always be in attendance during the period of the booking and ensure that all the Conditions of Hire are followed and to exercise proper supervision of the premises.

That person/those people must ensure:

- That nothing is stuck to the walls in such a way that the paintwork could be damaged. The use of 'Sellotape' and drawing pins is particularly prohibited.

- That they familiarise themselves with the position of the emergency exits and the fire-fighting equipment. They should supervise an emergency evacuation should one become necessary. They should also ensure that the emergency exits are not obstructed and that in the event of a fire or other emergency, the appropriate emergency service is contacted and a member of the Village Hall Management Committee is informed. Their contact details are displayed on the Notice Board opposite the main entrance door.
- That there is no illegal activity in the Hall or its grounds and that the Hall is only used for the purpose detailed on the Booking Form.
- That no activities are permitted which could endanger those present or damage the fabric of the building or its contents.
- That proper control of the car park is exercised so that vehicles are parked in a way which maximises the capacity of the car park. Vehicles should be parked at right-angles to the path and fence and not parallel with them. The entrances to the Hall building and the car park should be kept clear.

## Operation of the Bar

- If you ask for a Bar it will be provided by the Village Hall Management Committee.
- There must be at least 60 people attending the event.
- It will be provided for a maximum of 5 hours. If you want a bar for longer, it can be provided at an additional cost.
- If a bar is provided, no alcohol which is brought in by attendees can then be consumed on the premises during your event. If alcohol brought on to the premises by attendees is being consumed, the bar will be closed.
- The bar will close at 11.00pm and 20 minutes is allowed for 'drinking-up'.
- If you do not want the Management Committee to provide a bar and wish to bring your own alcohol, that is permissible. Glasses etc. will however, not be provided by the Village Hall.

## At the end of your Booking

At the end of your booking you must clean and tidy the premises so that they are in as good a state as they were when your booking commenced. All rubbish must be put into the 'wheelie-bin' and 'recycling bin'. You will need to ensure that you bring with you the necessary cleaning materials, although basic cleaning equipment is available. If the Hall furniture is moved, it must be put back to its original position.

You must vacate the Hall by the time you stipulated on the Booking Form so you will need to ensure that you end your event in sufficient time to allow you to clean and tidy the premises by that time.