



NEWTON REGIS VILLAGE HALL

Booking form and agreement

Name: _____

Address: _____

_____ Post Code: _____

Tel No: _____ Mobile No: _____

Email: _____

On behalf of: (name of group) _____

Type of event: _____

Date of event: _____ Start time: _____ End time: _____

Rooms required

- Main Hall
- Kitchen
- Room 1 (ante-room ground floor)
- Room 2 (meeting room 1st floor)
- Changing rooms
- External coffee bar

Bar

Do you require a bar? Yes No

If you are booking a bar, **please complete the Bar Information Form**

Total cost for your booking including bond and bar fee £

I have read and confirm my acceptance of the Conditions of Hire of Newton Regis Village Hall.

Signed: _____ Date: _____

Please return with a Bar Information Form if applicable, to the Bookings Secretary at the address shown below. Please include your cheque made payable to Newton Regis Village Hall to cover the cost of your deposit and bond. Your booking is not secure without this signed form and payment of deposit and bond. Balance must be made two weeks prior to the event.

Newton Regis Village Hall

Post: Booking Secretary NRVH, Brackenside, Hames Lane, Newton Regis, Tamworth, Staffordshire B79 0NH.

Tel: 01827 830507 **Email:** dl@newtonregisvillagehall.co.uk **Web:** www.newtonregisvillagehall.co.uk

Charity: Charitable Incorporated Organisation no. 1157625



NEWTON REGIS VILLAGE HALL

Conditions of hire

(and Fire Precautions Regulations)

The following Conditions of Hire should be read and the booking form signed before the booking is accepted.

1. Hirings can only be made by arrangement with the Bookings Secretary. Tel 01827 830507. Bookings will ONLY be made secure following the receipt of a completed booking form and deposit and bond. Deposits are non-refundable.
2. All bookings to be paid for in full, two weeks in advance of event. A failure to pay on time will invalidate your booking.
3. If a cancellation is necessary, then the Bookings Secretary must be notified at least 24 hours in advance otherwise the fee will be forfeited.
4. All hirers will be deemed responsible for fire safety rules observance.
5. All fire exits to be kept totally clear of obstructions and impediments.
6. It is the responsibility of each hirer to leave the Village Hall in a clean and tidy condition. All furniture must be stacked and returned to its original position. All rubbish must be disposed of in the outside dustbin and new swing bin liners should be inserted in the bin which has been emptied. If the outside bins are full, rubbish must be removed from the premises. No litter must be left on the patio or playing fields. You can book cleaners to clean on your behalf by calling 07483 824043.
7. The hall floor and other areas should be swept clean and mopped at the end of the event.
8. All lights and heaters must be turned off; all windows and doors shut and locked.
9. All evening functions must finish in accordance with the times on the booking form.
10. No smoking. It is against the law to smoke in these premises.
11. Nothing may be attached to the walls or the fabric of the building.
12. Any damage or breakages should be reported to the Bookings Secretary as soon as possible and will be charged for.
13. A bond of £100 will be charged in advance for all weddings, and Friday and Saturday evening events. A bond of £50 will be charged for other events. Bonds will be returned after the event provided cleaning has been carried out to the required standard, furniture properly stacked, no breakages have occurred, and no other rules have been broken.
14. Hirers should note that there is no telephone on the premises and should therefore ensure that they have a mobile phone with them in case of emergency.
15. NO alcohol may be brought onto the premises by hirers or their guests. All alcohol consumed on the premises must be supplied by Newton Regis Village Hall. Hirers are required to observe their responsibilities under the Licensing Act 2003. Alcohol may only be purchased by persons over 18. Hirers may not obtain, or allow consumption of alcohol by persons under 18.
16. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as the result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Newton Regis Village Hall. No bouncy castles. No smoke/dry ice machines.
17. NR VH is not responsible for the hire or use of Newton Regis Parish Recreation Ground. Any proposed use of the Recreation Ground must be agreed in advance and in writing with Newton Regis, Seckington & No Man's Heath Parish Council. It is the responsibility of the hirer to obtain this permission.
18. If these conditions are breached then future bookings will not be accepted.

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Hourly **rates** of hire

	Summer		Winter	
	Parishioners	Others	Parishioners	Others
Main Hall	£13.00	£15.50	£14.00	£17.50
Room 1 (ante-room ground floor)	£12.00	£14.50	£13.00	£16.50
Room 2 (meeting room 1st floor)	£11.00	£13.50	£12.00	£15.50

Wedding receptions

Wedding receptions involving a daytime hire will incur a flat fee of £49.50 in place of standard room hire charges. A deposit of £50 is required for weddings.

Evening wedding receptions with a standard free two hour set-up will be charged at standard room hire rates.

Notes

- Hirers of main hall have precedence over booking kitchen.
- Kitchen use incurs no cost when another room is booked.
- If Main Hall and Room 1 are hired together, cost of Room 1 is halved.
- Reasonable set up will not incur charges. Over 2 hours: £3.50 charge per hour.
- Daytime bookings at weekends will not be given access to set up before 12 noon.
- Bar arrangements: Bars can be provided for a fee of £50, for five hours. Longer bars will incur a £12 an hour charge.
- A returnable bond of £100 will be charged for events taking place on Friday or Saturday evenings, and for all weddings. A returnable bond of £50 will be charged for all other events.
- All events incur a £25 deposit. (Fridays, Saturdays and Weddings £50.)

Winter: 1 October to 30 April

Summer: 1 May to 30 September

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Wedding Receptions

Hire fees

Wedding receptions involving a daytime hire. This provides exclusive use of all hall rooms for the day£495

Setting up the evening before the event£50

(Wedding parties in the evening only are charged as per normal room hire rates. A standard two hour set-up time is included.)

Bar charges

Provision of a standard bar service (maximum of 5 hours) Bar closes 12 midnight£50

Extra bar hours, per hour£12

Purchase of alcohol

All alcohol consumed on the premises must be purchased from Newton Regis Village Hall bar.

The bar offers draught lager and bitter and an extensive range of spirits, soft drinks and mixers. All table wine must be purchased from this list.

We can provide door drinks but arrangements for serving these must be made by the hirer.

Use of external areas

Please note that the playing fields adjoining the hall are operated by Newton Regis Parish Council and not by the village hall. This means that sometimes, sports may be taking place on the field during hall hires.

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Bar Information Form

Name:	Tel No:
Date of event:	Type of event:
Numbers of adults expected:	Numbers of children expected:
Start time of bar:	End time of bar:

All alcohol consumed on the premises must be purchased from Newton Regis Village Hall bar. The bar offers draught lager and bitter (Carling and John Smiths) and an extensive range of spirits, soft drinks and mixers. All table wine must be ordered from the list below in cases of 6. Regrettably, we cannot accommodate special orders outside our normal bar stock. Note also, we can provide door drinks but arrangements for serving these must be made by the hirer. The hall does not provide table cloths, table crockery or table glassware.

			Number of cases required. (6 bottles per case.)
White			
Pinot	Adria Vini	£8.00	_____
Chardonnay	Dry River	£8.00	_____
Red			
Shiraz	Dry River	£8.00	_____
Merlot	Tierra Del Rey	£8.00	_____
Cabernet Sauvignon	Tierra Del Rey	£8.00	_____
Rose			
Zinfandel	Zinfandel Wildwood	£8.00	_____
Pinot Rose	Pinot Rose	£8.00	_____
Sparkling Wines			
Prosecco	Prosecco Frizzante	£13.00	_____
Calculate total value of order here £			_____

I wish to order as shown above. I am over 18 and agree to pay the full amount shown by a date not later than two weeks prior to my event. I understand that a failure to provide payment in advance and as agreed means NRVH will not be able to supply the order.

Signed: _____ Date: _____

Return this form to the Bookings Secretary at the address below.

NB. NRVH reserves the right to substitute the ordered items for appropriate alternatives of the same value.

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