



# 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: \_\_\_\_\_

Do you require a bar?  Yes  No

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

Rooms required: (Please tick. Rates are shown on enclosed sheet)

Main Hall  Ante-room (Room 1)  Upstairs meeting room (Room 2)

Kitchen  External coffee bar  Changing rooms

Total cost for booking (including any bar fee or bond) £ \_\_\_\_\_

Please enclose deposit of £ \_\_\_\_\_ (This will secure your booking)

Balance of £ \_\_\_\_\_ to be paid by (two weeks prior): \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return with a Bar Order Form if applicable, to the Bookings Secretary at the address shown below. Please include your deposit as a cheque made payable to Newton Regis Village Hall.

### 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. Deposits are non-refundable.
2. All bookings to be paid for in full, two weeks in advance of event.
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 must appoint a named person to be responsible for fire safety rules observance and their name must be given to the Bookings Secretary.
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. Any litter left by hirers will lead to a retention of the bond.
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 terms of 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 for all Friday and Saturday evening events, and for other events at the discretion of the Bookings Secretary. Bonds will be returned after the event provided cleaning has been carried out to the required standard, furniture properly stacked and no breakages have occurred.
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.
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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# NEWTON REGIS VILLAGE HALL

## Hourly **rates** of hire

	<b>Summer</b>		<b>Winter</b>	
	<b>Parishioners</b>	Others	<b>Parishioners</b>	Others
<b>Main Hall</b>	<b>£12.00</b>	£15.50	<b>£13.00</b>	£17.50
<b>Room 1</b> (ante-room ground floor)	<b>£11.00</b>	£14.50	<b>£12.00</b>	£16.50
<b>Room 2</b> (meeting room 1st floor)	<b>£10.00</b>	£13.50	<b>£11.00</b>	£15.50

### **Wedding receptions**

Wedding receptions involving a daytime hire will incur a flat fee of £425 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.
- 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.
- All events incur a £25 deposit. (Weddings £50.)

Winter: 1 October to 30 April

Summer: 1 May to 30 September

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# NEWTON REGIS VILLAGE HALL

## Wedding Receptions

### Hire fees

Wedding receptions involving a daytime hire. This provides exclusive use of all hall rooms for the day .....£425

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 (Carling and John Smiths) and an extensive range of spirits, soft drinks and mixers. A wine list follows. All table wine must be purchased from this list. Regrettably, we cannot accommodate special orders.

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.

### Cleaning

Hirers are required to clean the hall by sweeping and mopping etc so that the hall is left in a clean and tidy condition. (See rules of hire). Wedding reception hirers may return the following morning to do this by arrangement with the Bookings Secretary. If you wish to engage a cleaner to fulfil cleaning obligations on your behalf, please contact the hall cleaners directly on 07850 295519. This will be a private arrangement between you and them.

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# NEWTON REGIS VILLAGE HALL

## Bar Order Form

Name:	Tel No:	
Date of event:	Type of event:	
Numbers of people expected:	Start time of bar:	End time of bar:
Comments:		

**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. A wine list follows. All table wine must be ordered from this list. Regrettably, we cannot accommodate special orders outside this list and 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.

Bottles of wine can only be purchased in multiples of 6.

### White

Pinot	Adria Vini	£8.00	Multiples of 6 only.....
Chardonnay	Dry River	£8.00	Multiples of 6 only.....

### Red

Shiraz	Dry River	£8.00	Multiples of 6 only.....
Merlot	Tierra Del Rey	£8.00	Multiples of 6 only.....
Cabernet Sauvignon	Tierra Del Rey	£8.00	Multiples of 6 only.....

### Rose

Zinfandel	Zinfandel Wildwood	£8.00	Multiples of 6 only.....
Pinot Rose	Pinot Rose	£8.00	Multiples of 6 only.....

### Sparkling Wines

Option two	Prosecco Frizzante	£13.00	Multiples of 6 only.....
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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 NR VH will not be able to supply the order.

Signed: _____	Date: _____
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Return this form to the Bookings Secretary at the address below.

*NB. NR VH reserves the right to substitute the ordered items for appropriate alternatives of the same value.*

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