

Newwick Village Hall Booking Form

email: newwickvillagehall@hotmail.co.uk



Local Rates

For Commercial rates please contact the Booking Secretary

Hirer Name: _____

Tel Number: _____

Organisation/Event _____

Address: _____

email address _____

Date Required: _____

Main Hall

Monday to Friday Daytime

08:00 to 18:00

| Cost Per Hour | Start Time | Finish Time | Number Of Hours | Total Cost |
|------------------|---------------|----------------|--------------------|---------------|
| £12.00 | | | | |
| | | | | |

£12.00

Saturday / Sunday Daytime

08:00 to 18:00

£20.00

Monday to Thursday Evening

18:00 to 00:00

£16.00

Friday to Sunday Evening

18:00 to 00:00

£22.00

Day Rate Monday to Thursday

08:00 to 00:00

£190.00

Day Rate Friday

08:00 to 00:00

£230.00

Day Rate Saturday

08:00 to 00:00

£290.00

Day Rate Sunday

08:00 to 00:00

£260.00

Miscellaneous Charges

Use of catering facilities (sliding scale - discuss with Booking Secretary)

£10.00

Use of PA system / screen per event

£30.00

Hire of stage and /or meeting rooms in conjunction with the Main Hall

£50.00

Hire of Bar and Alcohol Licence (see condition 2 below)

Miscellaneous fees e.g. use of Wi-Fi, use of hired bouncy castle (discuss with Booking Secretary)

| | |
|---------|-------|
| Total | _____ |
| Deposit | _____ |

Full & final payment is due at least 14 days before the event.

(see paragraph 9 below for details)

Cheques should be made payable to "Village Hall - Newwick"

On behalf of the organisation and/or myself, I confirm that I have read the Full Hire Conditions and agree to them. Failure to comply may incur a financial penalty. I have signed the data consent request below.

Signed _____

Date _____

Address _____

Tele: _____

e-mail _____

Please see the data consent request overleaf

Data Protection Consent

I consent to Newick Village Hall using and retaining the personal data which I have provided on this form for the purposes of managing my booking.

Name

Date

Specific Terms of Hire

Please note that there is a detailed document regarding conditions of hire. Please refer to the detailed document for complete details before signing the form.

1. Minimum hire period is 1.5 hours (Sunday - Friday) and 3 hours (Friday evening from 6pm & Saturday / Sunday all day)
2. The Hall is licensed for the sale or consumption of alcohol and entertainment. For alcohol to be available in any circumstance a Licence form (at a cost of £50) must be signed and approved by the hall's Licencee. This approval will also include approval of the bar supervisor. When alcohol is provided it is necessary for the bar and licence to be requested whether or not the bar room is used. For further detail read point 22 on the full Conditions of Hire.
3. For all hirers a deposit of 50% is required at the time of booking. If the cost of the booking is less than £100 then payment must be made in full at the time of booking. Deposits can be varied at the discretion of the Newick Village Hall Management Committee.
4. A refundable bond of up to £400 against any damage, additional cleaning and complaints may be requested. If applied this is due with the final payment before the event.
5. If the Hirer wishes to cancel the booking before the date of hire the following scale of charges will apply:
* no charge if cancelled 3 months prior to the date of hire
* 50% of the charge if cancelled between 3 months and 14 days prior to the date of hire
* total hire charge if cancelled 14 days or less prior to the date of hire
6. Prices are likely to increase each year with the result that actual hire charges will be calculated at the rates prevailing at the date(s) of the event(s). However, if the hire fees are paid in full, the price will be honoured at the rate current at the booking date for up to 1 year from the date of booking.
7. Commercial rates are applicable to any organisation that does not have a direct link/ impact on the Newick Community. Please contact the Booking Secretary to discuss prices.
8. Please note that regrettably there is no disabled access to the stage area and committee rooms
9. Completed and signed booking and responsible person forms together with the deposit (or payment in full) shown on this form must be returned to:
Booking Secretary, Anne Roper, 16 Newlands Park Way, Newick, East Sussex BN8 4PG
Bookings are not confirmed until accepted by the Booking Secretary, such confirmation being subject to the return of the completed and signed booking and responsible person form and payment of the deposit (or full amount).
10. The Village Hall Management Committee reserves the right to charge for any hours that the Hall or its facilities are used in addition to those originally booked and confirmed.