

Barton under Needwood Village Hall Information for hirers

Please read this sheet carefully before completing the booking form

Main Hall – maximum capacity approximately 200, with direct access to kitchen and small stage

Bill Shingles Room – maximum capacity approximately 100, also with direct access to kitchen

Robert Douglas Room – maximum capacity approximately 60, with a small kitchenette next door (Note this room is on the first floor, accessible by both lift and stairs)

Small Meeting Room – maximum capacity approximately 20, with direct access to a small kitchenette.

Crockery and cutlery is also available for hire – please ask for details

Capacity varies depending on seating arrangements – please check with Bookings Secretary for more detail.

Note that our usual capacity as outlined above is significantly reduced during an outbreak of highly infectious diseases to promote social distancing and reduce transmission; please enquire with the booking clerk as to appropriate capacities at the time.

Booking Procedure

Please complete the attached form and forward to the Village Hall with a deposit of £75 to secure the booking. A deposit of £150 is required where alcohol is to be consumed. Cheques made payable to Barton Village Hall or via BACs transfer (account details at the top of booking form). Deposits will be refunded after the event, subject to the venue being left in good order and the hire cost having been paid in full.

Minimum booking time is one hour. Unless advised otherwise, refund cheques will be made payable to the person named as hirer, your bank account details can be provided for a BACs transfer of the refund.

Period of hire

Hirers must include enough time before and after your event to set up and clear away. For example, if planning a party lasting from 2.00pm to 4.00pm, a hire time of 1.30pm to 4.30pm might be appropriate.

Access to Hall

The Hall will be opened for you at the time stated on your booking form. If you need to view the facilities before your event, please contact the Bookings Secretary to arrange a convenient time.

Use of kitchen facilities

It is the responsibility of hirers to leave the kitchen clean and tidy after use with all equipment left in good working order – failure to do so could lead to retention of your deposit. Please advise the Building Manager immediately of any breakages.

Health & Safety and Damage limitation

The following items are not to be used in any of the halls: candles, ball-games, paddling pools, sand, smoke/dry ice machines and bubble blowers, sellotape (please use bluetack or pins on the woodwork only). Glass is not usually permitted. The Committee will look at requests to use glasses on an individual basis, if put in writing in advance of the event.

Tables and chairs

Use of tables and chairs is included in the hire charge. Please state clearly on the booking form the numbers required. Hirers are expected to tidy away chairs and tables after use.

Selling/serving alcohol

The serving of alcohol is permitted. If planning to sell alcohol, hirers must apply for a licence (Temporary Events Notice) from East Staffordshire Borough Council.

Events ending after midnight

A late lock up charge of £30 will be made for events which continue past 11.30pm. The latest time the Hall can be hired to is 12.00 am.

Invoicing procedure

Wherever possible, invoices will be sent out at least a month before the date of hire. Cheques should be made payable to Barton under Needwood Village Hall or payments sent by BACs transfer to the account details on the invoice. Failure to pay an invoice could lead to entry to the Hall being refused. Please note that hire fees are subject to annual review with any changes to take effect from the 1st January.

Minimum age for hiring Hall & supervision of young people's parties

Bookings will only be taken from adults over 18 years old. At events for young people under 18, the Committee requests as a condition of booking that at least one named responsible adult is present for every 10 young persons present, with a minimum of three responsible adults at any time. These responsible adults should remain on the premises throughout the booking and be prepared and able to address any problems of misbehaviour, underage drinking, gate-crashing and wilful damage of property.

Changes to hiring details

Please advise the Bookings Secretary as early as possible of any changes to your booking requirements.

Refusal of request to hire

The Committee retains the right to refuse to hire the Hall to any individual or organisation if they feel that it is in the best interests of the Hall.

After your event

It is the responsibility of the hirer to leave the Hall in a clean and tidy condition. Rubbish should be removed by the hirer or left in tied plastic rubbish sacks at the rear kitchen door. Tables and chairs should be stacked and put away as appropriate. **Failure to leave the Hall in an acceptable condition may jeopardise your deposit.**

SMOKING IS NOT PERMITTED IN ANY PART OF THE HALL – YOUR DEPOSIT MAY BE RETAINED IF EVIDENCE OF SMOKING IS FOUND