

Registered Charity 1041302
TERMS AND CONDITIONS OF HIRE & HIRER CHARGES

Smoking

The Hirer shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave the premises.

Strobe Lighting

All strobe light effects must operate on a fixed rate of NOT more than 4 flashes per second. Where more than one strobe light is in use, the flashes must be synchronised. Where strobe lights are in use warning notices of their use on the premises must be conspicuously displayed.

Walk in Store Room

The store room must be locked at all times except when items contained therein are required. The key to the store room is located on the wooden frame of the kitchen door.

Windows

All windows must be shut and locked before leaving the building. The key for the window locks is located on the wooden frame of the kitchen door.

A member of the Village Hall Committee may visit the premises at any time, without notice, to ensure that the Hirer is complying with the conditions set out above.

Arrangement for Disabled Persons

The hirer must make available space for disabled people close to the emergency exits

Parking

Limited car parking is available at the front of the hall and cars are parked at the owner's risk. If parking on the road please park sensibly. Hirers are requested not to park in the Sportsman's Rest car park unless they have gained agreement from the owner's to do so.

Hiring of Equipment

Equipment hired from the hall for use away from the hall ie tables & chairs will be subject to discretionary fees that are agreed at the time of hire. A refundable deposit of £100 will be made by the hirer in the form of a cheque made payable to Porchfield & Newtown Village Hall. In the event of damage to equipment the deposit will not be refunded and will be retained over and above the agreed hire fee.

All queries, complaints or grievances should be referred to the Secretary of the Management Committee Becky Haydock

HIRE FEES & CHARGES 2017

HIRER	CHARGES		
Youth Groups	£6.50	first hour	£3.50 each additional hour or part thereof
Toddler Groups	£6.50	first hour	£3.50 each additional hour or part thereof
Other Porchfield & District Clubs Societies & Organisations	£6.50	first hour	£3.50 each additional hour or part thereof
Political Organisations	£6.50	first hour	£3.50 each additional hour or part thereof
Parish Council	£15.00	per session	
Private Functions & Events	£8.00	first hour	£4.00 each additional hour or part thereof
Commercial	£10.00	per hour	
Isle of Wight Council (Local, General And European Elections)		£15.00	per hour

ALL BOOKING FEES SHOULD BE PAID IN ADVANCE. ARRANGEMENTS WILL BE MADE FOR WEEKLY USERS TO PAY MONTHLY OR QUARTERLY IN ADVANCE. (YOUR ATTENTION IS DRAWN TO PAGE 2 OF THESE TERMS & CONDITIONS UNDER THE HEADINGS HIRE CHARGES AND HIRE FEES)

Porchfield & Newtown Village Hall

Registered Charity 1041302

Booking Form

NAME OF HIRER OR ORGANISATION.....

CONTACT ADDRESS.....

.....

Telephone Number.....

Mobile Number.....

Email Address.....

HALL HIRE

Date(s) Required.....

Time From..... To.....

Total Number of Hours

HIRE CHARGE

First Hour £.....

Subsequent Hours £.....

Total Hire Fee £.....

EQUIPMENT HIRE

Date(s) Required.....

Time From..... To.....

Items Required

Please make cheque payable to Porchfield & Newtown Village Hall and forward to the Booking Secretary;

Mrs. Lynda Pike, White Oak House, White Oak Rd, Porchfield, PO30 4DQ

Tel: 01983 531550 email: lynda56pike@gmail.com

AGREEMENT

I agree to comply with the Terms & Conditions supplied with this booking form

Amount of Deposit Paid.....

Signed.....

Print Name.....

.....

Would you like to find out more about events at the Village Hall? If so please place a tick in the box

Key holders

Tracey Watkins 01983 524818,
Pauline Mayer 01983 524810
Paul Hewson 01983 525708

Stay in touch by visiting our website www.porchfieldvillagehall.org.uk

Please do not park in the Sportsman's Rest car park unless authorised by the owners