**.**

**Wicken Jubilee Village Hall**

C/o 1 Cross Green, Wicken, Cambs. CB7 5XS

Telephone 07703 785566 or 01353721340

Email: mandywvh@gmail.com

**Booking Form**

I would like to book Wicken Village Hall for the following:

Name …………………………………………………………………………………….…………

Address …………………………………………………………………………………………….

……………………………………………………………. Post code …………………………….

Telephone (day)………………………… Telephone (evening)………………………………...

Email address ………………………………………………………………………………………

Type of function ……………………………………………………………………………………

Date of function …………………………Time function starts ……………ends ………………

Please include setting up time for your event in the time you require.

Will there be a licensed bar at the event? See sale of alcohol conditions. Yes No

If ‘Yes’, who is providing it………………………………………………….

Please confirm that a license has been applied for Yes No

I request permission to use the stage £25 fee Yes No

I request permission to use the AV system… Yes No

*I confirm that I am over 21 years of age.*

*I confirm that the details above are correct.*

*I confirm that I have read and understood the conditions of use set out below and I agree to these terms.*

**The Hall Committee reserves the right to refuse an application without stating the reason for so doing.**

**By signing this form you are agreeing to abide by the conditions of use as stated by the Hall Committee.**

Signed ……………………………………Date ……………………………………………

Please return this form to the address above or by email to mandywvh@gmail.com

**Conditions of use**

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| --- | --- |
| **Bookings**  1. Bookings can only be accepted when a completed Booking form has been received by the Hall Committee and the deposit paid.  Persons must be over 21 years of age to book the Hall.  2. Hire charges include provision of the hired space, furniture including chairs, tables, reasonable heating and lighting, use of the kitchen including plates, cups, saucers, use of the bar, cooker and fridge. Dishwasher only to be used with prior permission.  3. We have a stage (£25 fee to hire) and AV system. You must request specific use of these at the time of your booking so that appropriate arrangements can be made.  4. If alcohol is to be sold at the event, even if included in the ticket price, a license must be obtained and shown to the booking officer before the event. The current (2023) cost of a licence is £21.  **Access to the Hall**  1. Keys can normally be collected from the Booking Officer 2 hours before the Hall is booked, provided that there is not an immediate previous booking in the Hall.  2. You will be asked to sign for the keys.  **Payment**  1. The full hire charge together with a £50 damage deposit is due 14 days before the date of the event. If we do not receive payment, we reserve the right to cancel the booking.  2 Payment may be made to the Booking Officer by cash, cheque or BACS. The Halls account details are: **Wicken Mission Hall, Treasurers Account, sort code 30 93 05, account no 00906097**  2. Your deposit will be reimbursed provided that the Hall has been cleaned and tidied to the satisfaction of the booking officer and no damage has occurred.  **Cancellation of booking**  1. If you cancel the booking more than 14 days before the event, there will be no charge...  2. If you cancel less than 14 days before your event, your damage deposit will be returned but not the hire charge if paid.  **During the function**  1. Please be aware that senior citizens live close to the Hall. Please show consideration for their peace and privacy.  2. Use of the garden is permitted until 11.00 but noise must be kept down.  3. No smoking allowed inside the Hall. | **After the function**  1. It is your responsibility to make sure that the Hall is cleaned and tidied after the function, including the kitchen, bar, and toilets. A vacuum cleaner, mop and bucket are available in the Hall, although you may need to provide consumables. Please check before your event for bin liners, detergents, etc.  2. If the Hall has not been cleaned and tidied satisfactorily, we reserve the right to employ a cleaner and will deduct £20 from your deposit.  3. Any damages or breakages will be deducted from your deposit according to their replacement value.  4. Unless otherwise agreed with the booking officer cleaning should be completed immediately after the event.  5. After each event bottles, cans etc must be placed in the recycling bins outside the Hall and any bins used inside the Hall emptied and also placed outside in the space provided.  6. The Hall should be locked, and all windows closed after the function. The keys should be posted through the letterbox of the house whose address will be given to you when you confirm your booking.  **Sale of Alcohol Conditions**  1. The sale or provision of alcohol on the Hall premises is not permitted except by prior permission of the Hall Committee.  2. Where the sale or provision of Alcohol is permitted the hirer must comply fully with the committee’s requirements and with the licensing laws and in addition, the hirer must confirm that they are aware of and will comply with the four licensing objectives.   1. The prevention of crime and disorder 2. Public safety 3. The prevention of public nuisance 4. The protection of children from harm   3. The person authorised by the committee to sell alcohol must be present for the entire duration of the hiring. No person under 18 shall be permitted to sell or supply alcohol on the premises.  4. No person under 18 shall be allowed to buy alcohol for themselves or for others.  5. Alcohol must not be sold to any person who is drunk or heavily under the influence of alcohol.  6. A member of the Committee may visit the premises unannounced to ensure that the rules are being observed. |