

# Llandogo Village Hall Booking Form

Holmfield Drive, Llandogo, NP25 4TJ

<https://www.llandogovillagehall.org/>

Hire Terms	
<b>Function Hire of Main Hall and facilities e.g. weddings</b> From 4.30 pm Friday to allow set up, all day Saturday and until 11.00 am on Sunday morning.	£300 (£275 for locals)
<b>Hire of Main Hall</b>	£ 14 per hour (£12 for locals)
<b>Hire of Upstairs Committee Room</b>	£ 8 per hour
<b>Use of Stage</b>	£60
<b>Use of Oven</b>	£20

Reason for Booking: .....

Date (and times if short period hire) Required .....

Stage required? Yes / No

Oven Required? Yes / No

## Hirer Details

Name: .....

Address: .....

.....

Phone No..... E-Mail .....

## Payment

If hire charge £100 or greater a deposit of £50 is required, less than £100 the full amount is payable on confirmation of hire.

Security deposit for functions (Returnable if no damage caused) £150

Full payment to be made four weeks before event –

- Bank transfer to – **Llandogo Village Hall** Unity Trust Bank, Sort Code: 60-83-01 Account: 20457714
- Cheques payable to **Llandogo Village Hall**.

## Cancellation Policy

Notice of cancellations must be given at least 2 weeks before the event or the full fee is payable.

**I have read and understand the terms and conditions of hire.**

Signature of Hirer..... Date.....

Print Name.....

Signed on behalf of Hall Committee..... Date.....

## Terms and Conditions

### Scope

All charges include use of lighting, heating and use of the kitchen. **Please note**, the kitchen dual fuel oven/cooker may only be used by personnel trained in its use.

### Stage

If use of the stage is required there is an additional charge of £60.

### Covid 19

During Covid restrictions a risk assessment and cleaning procedure must be submitted for approval by the committee prior to the booking being accepted.

### Hall Capacity

This must be observed in all circumstances –

Room	Type of Function	Capacity	Capacity for disabled, infirm and children under 12
Main Hall	Events with seated dining, e.g. weddings, balls, etc.	100	75
	Events with displays, stalls, etc. e.g. shows, exhibitions	180	135
	Activity Events, e.g. dance classes, badminton	50	50
	Standing Events, e.g. live bands, disco, with dancing	200	160
	Standing Events, e.g. live bands with no dancing	240	180
	Events with seated audience, e.g. school shows	140	140
Committee Room	All events	25	15

### Conditions of Hire

To be read by all persons hiring Llandogo Millennium Hall.

### Fire Precautions & Emergency Procedure

The hirer is the person responsible for implementing the safety procedure. (Full fire and emergency procedures are available in the User Guide at the hall) –

Reasonable safety precautions are to be observed and the appropriate action taken in the event of an emergency.

Emergency Exits must not be obstructed at any time, fire doors must not be wedged open at any time.

Observe and enforce the no smoking policy.

Observe the location of all fire fighting equipment.

### Payment

Full payment must be paid four weeks before the event.

### Security Deposit

A security deposit of £150 for functions will be required with payment of the hire charges. The deposit will be fully refundable if no damage has been caused during the hiring.

## **Refreshments**

It is the hirer's responsibility to comply with current Food Hygiene Rules and Regulations. Any outside caterers should also comply with current regulations.

## **Alcohol**

Alcohol can be served on the premises but not sold unless the seller has a licence. If required, temporary day licences are available from Monmouthshire County Council for a fee of around £30, please see their web site.

## **Use of Premises**

The Hall, car parking area and surrounding areas should be left in the condition as found – The hirer shall be responsible for the full cost of repair or replacement of any damage caused during the hire of the hall.

All damage and loss must be reported to the booking secretary as soon as possible.

The hirer is responsible for the behaviour of all persons using the premises during the hire period. Electrical equipment brought into the hall by the hirer must be in a safe working condition and preferably have a current PAT test label.

The hirer must ensure that all rubbish is removed from the hall.

Except in the case of assistance dogs, dogs are not allowed in the hall.

The hirer must ensure the noise level does not cause inconvenience to the occupiers of nearby houses and must finish by 11.00 pm.

## **Supervision**

The hirer of the hall must be over the age of 18 and shall be on the premises for the entire period of hire and shall not be engaged in any duties which prevent them from exercising general supervision.

## **Termination**

The hiring of the hall can be terminated if –

- Any fee is not paid on time.

- Any unacceptable behaviour is observed.

- Any of the above conditions are broken or not complied with.