

# Offleyhay Village Hall

## Guidance Notes for Hirers

Offleyhay Village Hall bookings are managed by volunteers. Our booking phone numbers and emails are not continuously monitored but we aim to get back to you within 48 hours or on the next working day.

Please read through all of the information below before making contact regarding a booking. We have an on-line booking system, but if you have any queries not covered below, please email: [enquiries@offleyhayvillagehall.co.uk](mailto:enquiries@offleyhayvillagehall.co.uk)

### General Bookings

The Hall is let by the hour with a minimum of 2 hours hire for any booking.

Children's parties have a minimum of a 4 hour hire for £50 (payment in full on booking).

Other parties, Discos and other social events have a minimum 5 hour hire for £70 (payment in full on booking).

A 24 hour booking is £170 and 48 hour (weekend) booking is £340 (£100 deposit or payment in full on booking).

Booking time must include sufficient time to set up and clear away at the end of the event.

Early arrival or late leaving will be charged for.

We also have, available for hire, 2 Marquees for onsite use only and loud speaker system. For details please enquire.

### Licensing

The Hall cannot be hired by anyone under the age of 18. Please refer to our full Terms and Conditions for comprehensive information.

All events selling and serving alcohol will require the relevant TENS licence in the hirers name.

It is the responsibility of the hirer to ensure that alcohol consumption/sale is legal. Without the TENS license you will not be able to hold your event, so please do ensure that you get this paperwork in place in good time.

### Kitchen, Crockery, Tables and Chairs

No extra charge is made for the kitchen, but please bring your own refreshments. The hire of the Hall includes the use of crockery, cutlery, glasses, tables and chairs.

Breakages will be charged for.

### WiFi

There is WiFi in the Hall which is covered by the Terms and Conditions.

### Cleaning

Hirers are responsible for sweeping and cleaning the Hall, Kitchen and Appliances at the end of their session. Please return all items used to the place where you found them. Everything you need for cleaning is in the Kitchen store room. It should be remembered that the Hall is used by a variety of groups, some of these are bare footed.

## **Consideration for our neighbours**

When leaving the Hall please keep noise to a minimum and show consideration to all of our neighbours. The Hall is in a rural area with Sheep, Cattle and Horses nearby. There is also a healthy Hedgehog population on the lane, so please drive carefully!

FIREWORKS OF ANY SORT ARE NOT ALLOWED AT ANY TIME.

## **Payment**

Payment in full is requested at the time of booking.

## **Public Liability Insurance**

The Village Hall has Public Liability Insurance which covers clients; exceptions apply. Clients running classes 'For profit' should be covered by their own Public Liability Insurance.