



One-off hire fee for weddings and other celebrations: £300.00

Gives you access to the Village Hall from 1pm the day before your event to 1pm the day after, so ample time to set up and decorate beforehand and tidy away afterwards. Includes full use of the hall, lounge and kitchen areas. **Does not include supplementary charges shown below.**

Premises licence: 09:00 to 23:30 (extensions by prior arrangement)

Supplementary charges (incl. setting up and putting away for you)

Tables and 80 upholstered red chairs	£30
40 wooden chairs available free of charge	£0
4 round tables with 16 bucket chairs in bar area included free of charge	£0
Stage	£30
Portable Bluetooth speaker with wireless microphone: (<i>speeches, music from your device</i>)	£15
Full PA system (2 x wired speakers on stands + woofer + 2 x wired microphones with stands + sound mixing desk: (<i>for live bands</i>))	£50
In-house lighting system + lighting desk	£25
Projector + screen (<i>connect your own device</i>)	£15
Projector + screen + sound system	£20
Cleaning (see Conditions of Hire)	£15 per hour

Capacity: Main hall:	Seated at tables (no stage or dance area):	96 place settings
	Mixed (small tables + dance area/stage):	Up to 100
	Dancing (with stage, clear dance floor):	Up to 150
Lounge:	Additional seating capacity	16 place settings at 4 tables

Conditions of Hire

- **A refundable damage deposit of £100** over and above the hire fee is required to secure the date of hire within 7 days of the booking being accepted. Payment in full is due 21 days before the date of hire.
- In the event of cancellation the deposit will not be returned.
- All hirers should leave the hall and its grounds clean, tidy and uncluttered with the floor swept. Any crockery, cutlery and glassware must be cleaned and put away. Dishwasher is available by prior arrangement.
- Hirers must advise at the time of booking if outside caterers are being used. Any additional time needed for setting up and clearing away may incur an extra charge over and above the stated fee.
- The hall's crockery, cutlery and glassware may be used by outside caterers by prior arrangement only.
- All rubbish including food waste and bottles must be removed from the premises.
- The hirer is held responsible for any damage to the hall and property during the preparation of, and duration of, the hire. Any damage or breakages must be reported.
- The cost of any damage will be billed to the hirer, less the paid deposit. Any extra cleaning costs will be deducted from the damage deposit.
- All electrical appliances and lighting must be checked and turned off when vacating the hall.
- All electrical equipment (incl. extension leads) taken into the hall must have a valid PAT test certificate.
- All functions must end at 23:30 and the hall evacuated by midnight unless previously agreed. You should also be aware that the hall is in a residential area and ensure your guests leave quietly.
- The hirer agrees to comply with the Conditions of Hire including any imposed by Mid Suffolk District Council and take all reasonable precautions for the safety of the public and performers.



Deposits: Bank details: Sort Code 20-98-07 Account 8056 3978		Booking deposit 25% of hire cost Damage deposit £100
Safety and security: <ul style="list-style-type: none"> • All routes and doors must be free from obstruction at all times. • All doors forming part of the means of escape must be unbolted when the hall is in use so they can be easily opened in an emergency. • Emergency exit doors must be re-bolted when the hall is vacated. • When closing up, the hirer must ensure the hall is securely locked and the key deposited as agreed. • The hirer is responsible for ensuring the safety of all guests and making guests aware of the safety conditions applicable to the hall. 		
<input type="checkbox"/> Tick box to confirm acceptance of charges, conditions and fees.		
Applicant:		
*Name:		
*Address:		
*Phone:	*Email:	
*Hire date requested:	*Type of function:	
*Start time:	*Finish time:	
*No. of guests expected:	<i>See Conditions of Hire for maximum recommended</i>	
Supplementary items: <ul style="list-style-type: none"> <input type="checkbox"/> Tables and red chairs <input type="checkbox"/> Wooden chairs (no charge) <input type="checkbox"/> Stage <input type="checkbox"/> Bluetooth speaker + microphone <input type="checkbox"/> Full PA system <input type="checkbox"/> Lighting system <input type="checkbox"/> Projector + screen <input type="checkbox"/> Projector + screen + sound <input type="checkbox"/> Cleaning up (charged hourly) 	Bar facilities: <ul style="list-style-type: none"> <input type="checkbox"/> Supply own drinks (not for sale) <input type="checkbox"/> Supply own bar with VH licence holder (subject to approval by Village Hall Committee + £20 fee) <input type="checkbox"/> Approved organisation: supply own bar with appropriate licence (subject to approval by Village Hall Committee) <input type="checkbox"/> Bar supplied by Village Hall Committee (all proceeds to Village Hall) 	
Please send completed form to: Caroline Emeny, 2 Old School, Church Walk, Laxfield, Woodbridge IP13 8DL T: 01986 798422 (answerphone) E: laxfieldvillagehall@gmail.com		
<p align="center">All above * items must be completed for this form to be accepted.</p>		