



Laxfield Village Hall

Hire Charges & Terms for Weddings or Celebrations

Valid for bookings made from 1 January to 31 December 2023

A special one off hire fee covering the period from 1pm the day before a wedding or big celebration to 1pm the day after the event. This includes full use of the hall, lounge and kitchen areas. It also includes set up and storing of your table and chair requirements, and any stage requirements. This will allow you to access the hall to decorate it before your event and clear up after..... £300.00

Note it does not include any supplementary charges as set out below:

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

Supplementary Charges

Hire of tables and chairs (setting up and away)	£20
Hire and setting out stage (setting up and away)	£20
Hire of PA (1 microphone & portable speaker – suitable for wedding speeches etc)	£25
Basic sound system via CD player & auxiliary input from your laptop	£25
Hire of projector	£25
Lighting System	£25
Hire of cinema system	£50
Cleaning up (see Conditions of Hire)	£15 per hour

- 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 in a clean, tidy and uncluttered condition and the floor swept. This includes ensuring all crockery, cutlery and glassware is clean and put away.**
- 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 fee stated above.
- 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 with the exception of tin cans which are to be left in black bin marked 'Recycling' provided in the bar area.
- The hirer of the hall is to be held responsible for damage to the hall and property during the preparation of, and duration of, the hire.
- 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 to be checked and turned off when vacating the hall.
- All electrical equipment, including extension leads, taken into the hall must have a valid PAT test certificate.
- All public functions and private 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:	Booking deposit	25% of hire costs
Sort Code 20-98-07 Account 8056 3978	Damage deposit	From £100



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Safety:

- All routes and doors must be kept free from obstruction at all times.
- All doors forming part of the means of escape must be secured so that they can be easily and immediately opened by persons leaving the premises in an emergency.
- The hirer is responsible for ensuring the safety of all guests and that all guests are made aware of the safety conditions applicable to the hall.

The hirer shall sign to confirm acceptance of these conditions.

Applicant:

*Name:

*Address:

*Telephone No:

Mobile No:

*Email address:

*Hire date requested:

*Type of function:

*Start time:

*Finish time:

*No. of guests expected:

See Conditions of Hire for maximum recommended

Facilities requested:

Tick box to indicate requirements:

- Hire of tables and chairs
- Hire and setting out of stage

Bar facilities:

- Supply own drinks (not for sale)
- Supply own bar with VH licence holder (subject to approval by V Hall Committee & £20 fee)
- Approved organisation - supply own bar (subject to approval by Village Hall Committee with the appropriate licence)

Supplementary items:

- Hire of PA system
- Cleaning up – charged hourly

Please add any other requirements:

Please send completed form to:

Caroline Emeny
2 Old School, Church Walk,
Laxfield, Woodbridge IP13 8DL

T: 01986 798422 (answerphone available)

E: laxfieldvillagehall@gmail.com