



Hire periods:	Day (Sun – Thurs) Day (Fri – Sat) Eve (Sun – Thurs) Eve (Fri – Sat)	09:00 to 18:00 09:00 to 15:00 18:00 onwards 15:00 onwards
Peak periods:	Friday 15:00 onwards / All day Saturday	
Off peak periods:	All day Sunday to Thursday / Friday up to 15:00	
Premises licence:	09:00 to 23:30 (extensions by prior arrangement)	
Day time rates (£/hr):		
Up to 18:00 Sun – Thurs OR up to 15:00 Fri – Sat	Full use of all facilities (hall, lounge & kitchen) For regular bookers (min. 6 bookings per quarter)	£20 per hour £15 per hour
Evening rates (set charge):		
Sun – Thurs (18:00 to midnight)	Full use of all facilities (hall, lounge & kitchen)	£100
Fri – Sat (midday – midnight)	Full use of all facilities (hall, lounge & kitchen)	£150
Note: Laxfield Village organisations may be eligible for a 25% discount subject to approval by the Village Hall Committee		
Supplementary charges:		
<i>Talk to us if you need a sound system, we may be able to offer advice</i>	Hire of tables and chairs (setting up and put away)	£20
	Hire and setting out stage (setting up and put 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	
Children's Birthday Party Rate:	For birthdays up to and including age 12 4 hours with booking end time by 16:00 includes your set up and clearing away time Extra hours by agreement Note the hirer is responsible for full tidy and clean-up OR additional clean-up charge £30.00	£35.00 Mon-Fri £50.00 Sat & Sun



- A deposit of 25% of the hire cost 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. 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 of the hall, whether an individual or an organisation, 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.
- 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.

BACS Details:

Sort code 20-98-07

Account no: 80563978

**Account Name: Laxfield Village Hall
Council**

Deposits:

Booking deposit

25% of hire costs

Damage deposit

From £100

Wedding damage deposit

£200

Maximum recommended number of persons:

Seated at tables:	110 place settings
Mixed (small tables and dance area):	130 persons
Dancing (clear floor area):	180 persons
Closely seated audience:	120 persons

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.

Tick box to confirm acceptance of charges, conditions and fees.



Applicant:

* Name:

Representing (organisation):

*Address:

*Telephone No:

or 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 (minimum of 1 box ticked)

- Lounge + kitchen
- All hall, lounge + kitchen
- Using an outside caterer

Bar facilities:

- Supply own drinks (not for sale)
- Supply own bar with VH licence holder (subject to approval by Village Hall Committee + £20 fee)
- Approved organisation: supply own bar with appropriate licence (subject to approval by Village Hall Committee)
- Bar supplied by Village Hall Committee (all proceeds to Village Hall)

Supplementary items:

- Hire of tables and chairs
- Hire and setting out of stage
- Hire of PA system
- Cleaning up – charged hourly

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

All above * items must be completed in order for this form to be accepted.