

DUNS TEW VILLAGE HALL
Middle Barton Road, Duns Tew, Oxfordshire OX25 6JN

SCHEDULE OF CHARGES *(from September 2014)*

Regular users (non-profit)	£6.00 per hour
Regular users (commercial)	£8.00 per hour
Private lettings -Duns Tew residents	£8.00 per hour
- Non-residents.....	£12.00 per hour
Corporate.....	£18.00 per hour

Hire charges apply to the whole letting period (i.e. from time of entry to time of leaving) so please include setting up and clearing away time in your booking.

The hire charge includes the use of the car park, all furniture, crockery, cutlery and glassware.

Tables and chairs must **NOT** be removed from the premises.

Regular Users

Please contact the Bookings Secretary to reserve dates (minimum 3 per 12 weeks) in advance. You will be sent an invoice.

Private Lettings

To confirm your booking you will need to complete the Booking Form and return it to the Bookings Secretary along with a cheque (*payable to Duns Tew Village Hall*) for the full cost of hire. If you require a receipt please request it on the form.

For non-residents a deposit cheque for £50 is also required. Please make the cheque payable to Duns Tew Village Hall and put your name and address on the back. Your cheque will be returned to you after your event if all conditions of use have been complied with.

For lettings to persons under 21 years of age special conditions apply
(Please see Booking Forms)

Cancellation Charges (Private Lettings)

- Less than 30 days in advance, 50% payment
- Less than 7 days notice, full payment

Cancellation must be communicated by email to bookings clerk.

Additional Charges (Regular and Private Lettings)

Additional charges will be levied for:

- (i) Missing equipment, damage and /or breakages at the following rates:
 - Tables at £100 each
 - Chairs £10 each
 - Glasses £1 per item.
- (ii) Cleaning at £20/hour if extra work is needed as a result of the hiring.
- (iii) Failing to switch off lights, water heaters or appliances.
- (iv) Making good any damage to the fabric of the hall

To Make a Booking

Please contact Sue Kipping

dunstewillagehall@googlemail.com

Any Breakages or Faulty Equipment

Please report to: Mr. Duffle Simons (Village Hall Caretaker)

Tel: 07903 677342

For any other General Enquiries

Please contact: Jackie Davies (Village Hall Secretary)

Tel: 01869 340481

Hiring of Village Hall Equipment (without hiring the Village Hall)

Village Hall equipment is available for hire unless it has already been committed to a hall booking.

Crockery, cutlery and glasses can be hired at Village Hall hourly rental rates.

Tables are NOT available for hire.

Exceptions to the above may be made for community events at the discretion of the Village Hall Committee.

DUNS TEW VILLAGE HALL

CONDITIONS OF USE

Capacity

A maximum of 100 people can use the hall at any one time if standing/ dancing.
A maximum of 70 people can use the hall when seated.

Housekeeping

At the end of your booking please ensure that you have swept the main hall, kitchen, entrance hall and toilets. Please wipe down all kitchen surfaces and mop up any spills on floors. Clear litter from car park including cigarette stubs.

Cleaning equipment is supplied but **please bring your own black bin liners.**

Please ensure that all rubbish is deposited in the appropriate recycle bin outside the hall.

Brown bin - Garden & food waste (without packaging)
Blue bin - Plastic, card board (crushed), paper and cans.
Green bin - General waste.

GLASS BOTTLES - Please take away with you to recycle elsewhere. There are bottle banks in the village – please ask the Caretaker.

PLEASE HELP US TO CONSERVE ENERGY by switching off all lights and appliances (except fridge) when you leave. There is an exit check list in the hall to help you.

THERE IS A £20 FINE TO ANY HIRER WHO DOES NOT LEAVE THE HALL CLEAN AND TIDY. THIS FINE IS AT THE DISCRETION OF THE CARETAKER OR OTHER MEMBER OF THE HALL COMMITTEE AND IS NOT NEGOTIABLE.

Insurances, Licences and Alcohol

The Village Hall has Public Liability and Employers Liability insurances. We are also a member of the Performing Rights Society which allows for the performance of plays and dance and the playing of live and recorded music **until 2300 hrs each evening.**

Alcohol may be served on the premises. If you plan to sell alcohol please contact the Secretary, Jackie Davies (01869 340481) for further advice.

Parking

Users should park in the grounds not in the road even when collecting people. Vehicles are parked entirely at the owner's risk.

Fire

Please ensure you do not block any of the marked fire exits. Fire extinguishers are placed in several locations.

Health and Safety

In the event of an accident whilst hiring the hall please complete an accident form (folder in the kitchen) AND report to the Secretary, Jackie Davies (01869 340481). The First Aid Kit is hanging on the wall in the kitchen.

Telephone

The nearest public telephone is on Main Street opposite Daisy Hill Farm (turn right from hall and follow road round to the left to the layby on the right).

No Smoking

In compliance with the law there is a ban on smoking anywhere inside the hall. This includes the use of e-cigarettes. Users are responsible for ensuring that their visitors confine smoking to the grounds outside and to clean up after them.

Consideration of Neighbours

Please have consideration for Village Hall neighbours and keep noise levels to a minimum especially when exiting the hall late in the evening.

Footwear

NO STILETTOS. Please note that dark-soled shoes may mark the floor. Please ensure when leaving the hall that there are no black sole-marks on the floor.

Nappies

Please ensure that no nappies are left in the internal bins.

DUNS TEW VILLAGE HALL

SPECIAL CONDITIONS OF USE FOR YOUNG HIRERS (UNDER TWENTY ONE YEARS OF AGE)

To make a booking one of the applicant's parents or another "Responsible Adult" (a person over twenty-one years of age) must return the following:

- completed Guarantee Form (*below*)
- completed Booking Form
- Cheque for full payment for booking
- Deposit cheque for £100 (*This cheque will be returned after the event if all conditions of use have been complied with*)

After the event (within 24 hours) an inspection of the hall will be carried out. If any damage has been done a full account will be taken and communicated to the Responsible Adult who will then be liable to make the appropriate payment (subject to the obtaining of any necessary estimates).

These conditions of hire are in addition to the normal terms and conditions of hire applicable to all lettings.

Guarantee Form

I, the undersigned, as parent/responsible adult will:

- * accept full responsibility for the function
- * ensure that at least one responsible adult for every 20 people under 21 attending will be present during the whole of the party
- * ensure that the function will be confined to the Village Hall grounds
- * ensure that the hall and its surrounds are left in the state in which they are found
- * vacate the Hall not later than midnight on the day of hiring
- * guarantee that any damage will be paid for

Name.....

Address.....

.....

Telephone number.....Email address.....

Signed..... Date.....

Duns Tew Village Hall Booking Form

Name.....

Address:

.....

Telephone (home)..... (mobile)

Email address

Date of event.....

The Caretaker will let you in and close up afterwards

Time you need hall to be opened (for setting up).....

Time for hall to be locked (after clearing up).....

Do you require the large drinks fridge? YES NO

Any other special requirements.....

.....

I have read and understood the terms and conditions. Tick here

I require a receipt. Tick here

Signature

Date.....

**To confirm the booking please complete this form and enclose
full payment (*cheques made payable to Duns Tew Village Hall*)**

Post to Duns Tew Village Hall, Middle Barton Road

Duns Tew OX25 6JN

Or put through letter box at Duns Tew Village Hall