

BOOKING FORM



HIRER'S DETAILS:

Name/organisation: _____

Contact name: _____

Contact number: _____

Email: _____

Date(s) required: _____

Time(s) required: _____

Rooms required: (eg Hall / Parish Room / Kitchen)

Purpose of hire (event): _____

Licensed bar required: YES / NO

Will crockery/cutlery be required? YES / NO

Note: extra charge of **£20** will be charged.

Estimated hire fee: _____

CURRENT CHARGES FOR HIRE

Village Hall

Day time rate: **£15 per hour (up to 7pm)**

Evening rate: **£20 per hour (from 7pm to midnight)**

Extra charge for the use of crockery/cutlery: **£20**

Large evening functions including the use of kitchen

& bar area: **£100 minimum charge**

Daytime children's parties: **£30 minimum charge**

Coffee mornings: **£30 minimum charge**

Parish Room

Morning/afternoon/evening: **£13 per session but £15 per session** if the kitchen is required.

DEPOSIT

The committee reserve the right to request a deposit at the time of booking. **Note:** this is currently **£100** for large events and is payable immediately. **£30** for coffee mornings and children's parties. The Committee reserve the right to charge **£50** deposit for any bookings. If there is no recorded damage to the Hall the deposit will be returned ASAP.

RUBBISH REMOVAL

Hirers are requested to take away any rubbish whenever possible: If there is more rubbish left than will fit into 1 domestic-sized waste bin, an extra **£10** will be charged for disposal.

PAYMENTS

Please make cheques payable to:

**Overton Village Hall Management Committee
(or O.V.H.M.C.)**

Send to:

Sue Glover, Church Cottage, 16 High St, Overton,
Wrexham LL13 0DT

HIRING CONDITIONS:

- Hirers are reminded that all areas of the Village Hall carry a no smoking policy in line with public building legislation.
- Smoking is only permissible outside the building where suitable containers have been placed to dispose of cigarette ends.
- The maximum number of persons in the Hall is 200.
- The Hall has a Premises Licence for Entertainment = WXM / PREM / 0060 displayed in the foyer, issued by Wrexham CBC, all entertainment / music must end at 11:30pm and premises vacated by midnight.
- All alcohol sales are with prior arrangements with the nominated Licensee.
- The committee reserve the right to levy a charge for damages or for extra cleaning after an event.
- An extra charge of £35 will be payable for the caretaker/key holder for after midnight locking up.
- Any electrical equipment brought on to the premises must be PAT tested by the owner.
- Any equipment brought on to the premises is at the owner's risk.
- The Hall has public liability insurance to cover all normal risks but Discos / owners of Bouncy Castles / face painting or any other unusual activities must carry their own public liability insurance.

I/WE AGREE WITH THE HIRING CONDITIONS

Signed (OVHMC): _____

Date: _____

Signed (HIRER): _____

Date: _____

Tel: 01978 710 413 | www.overtonvillagehall.co.uk
Registered Charity Number 214788