

## PORLOCK VILLAGE HALL      SCALE OF CHARGES

All prices include the use of the kitchen, crockery & glasses, if the hirer requires their use, they must indicate so on the Booking Enquiry form. In addition cutlery and a soup tureen is available on request.

Where the large and small halls are booked by different hirers, those booking the small hall should be aware that users of the Large Hall can access and use the kitchen via the linking passageway. The use of the kitchen will inevitably produce noise which could impact upon the use of the Small Hall.

**All functions MUST finish by midnight, except for Sundays when they must finish by 10.30 pm.**

### **Definitions:**

**Private Users**-this means a purpose for which no charge is levied by the hirer on any participant in the booking, (e.g. Wedding receptions)

**Local Groups**- those with charitable and/or non-commercial status or for the benefit of the local population, for which admission charges may be made on some or all participants. (e.g. Museum talks)

**Commercial Users & non-local organisations.** - This will include political organisations, elections, auctions, trade & craft fairs, etc.

<u>Rates</u>	Hall	Morning	Afternoon	Evening	or Evening
		8.00 - 12.30	13.00 - 17.30	18.00 - 22.30	18.00 - 24.00
<b>Private Users</b>	Large	24.00	34.00	34.00	44.00
	Small	19.00	24.00	24.00	34.00
<b>Local Groups</b>	L	19.00	19.00	19.00	24.00
	S	14.00	14.00	14.00	19.00
<b>Commercial Users</b>	L	34.00	34.00	44.00	N/A
	S	29.00	29.00	39.00	N/A

**Meeting Room** - The cost of hiring the Meeting Room is £6 per session. *(No discounts apply)*

**Public Address System:** In conjunction with the main P.A. system a "Speech Enhancement System" (hearing loop) is available in the large hall. This facility must be booked on the hiring form and training under-taken, where necessary, prior to use.

**Car Park:** Sole use of the Parish Council car park adjacent to the Village Hall may be booked given at least 30 days notice. This is at the discretion of the Parish Council and the Village Hall Management Committee. A chained off area of the car park is now reserved for Village Hall users, at no extra cost, the key to this area is provided with the building key.

**Payment:** Payment for the use of the hall should be made when the booking is confirmed and payment slip received. A damages/cleaning deposit of £100 may additionally be levied. If an invoice has to be raised by the Treasurer an additional charge of £2.00 will be made. The Management Committee reserve the right to impose a cancellation fee.

**Sale of Alcohol:**The Hall premises are Licenced for the Sale of Alcohol, but it **must** be noted on the Booking Form.

### **Hall Capacity Guidelines:**

The following numbers provide a realistic number of persons that can be accommodated in the Halls.

	Small Hall	Large Hall
Closely seated audience	60	180
Dancing		120
Seated at tables		120

### **Discount Structure:**

Sessions booked and **paid for** quarterly in advance can have the following discounts applied.

12-23 sessions in any calendar year - 10% discount

24+ sessions in any calendar year - 15% discount

## **PORLOCK VILLAGE HALLS MANAGEMENT COMMITTEE**

### **TERMS AND CONDITIONS OF HIRE**

1. In these conditions:
  - a) The “facilities” means, the premises and/or the equipment that the hirer has asked to hire.
  - b) The “hirer” has the meanings defined in paragraphs 3 and 5 below.
2. All applications for individual hirings must be made on the on-line Booking Enquiry form or by telephone to the Booking Clerk. A booking is only provisional until it has been confirmed by the Booking Clerk.
3. The person making the booking shall be deemed to be the hirer and must be over 21 years of age.
4. The deposit will only be refundable in full, if no damage or extra cleaning work is required, after the facilities have been used. Deductions will be made before any refund, and extra charges may be levied if, in the opinion of the Management Committee, cleaning or damage costs exceed the value of the deposit. Any damage occurring during the period of hire must be reported to the Booking Clerk, or the Caretaker, within 48 hours of the event. Any refund of the deposit will be delayed until the full extent of costs have been assessed.
5. Where the hirer indicates that he/she completes the Booking Enquiry on behalf of any club or organisation, they shall be deemed to have the authority of that organisation to apply on its behalf. All the officials of the club or organisation shall be deemed to be jointly and severally liable, with the applicant, for any breach or non-observance of these conditions.
6. The facilities will be used solely for the purpose/purposes described on the booking form. If the booking relates to a regular and continuing commitment, this one undertaking shall be binding for all occasions when the facilities are used by that hirer.
7. The hirer shall be responsible for the provision of all information, instructions and/or supervision as is necessary to ensure the safety of any activity for which the the facilities are to be used. The Committee’s Safety Precaution Notes should be used as a basis for the above.
8. The hirer is wholly responsible for the good behaviour and safety of all persons attending to use the facilities under hire.
9. The Village Halls’ Management Committee shall not be liable for any loss or damage to any property, nor loss, damage or injury to any person or persons using the facilities during the hiring, arising from any cause. The hirer indemnifies the Village Halls’ Management Committee against loss, damage or injury, howsoever caused. (It is recommended that the hirer should consider insuring himself/herself/themselves against any such possibilities).
10. Sufficient qualified supervisors (over 21 years of age) must be in attendance at all times during the hiring. Where the hiring is on behalf of a group of juniors, a minimum of 3 supervisors, aged over 21 years of age, shall be provided irrespective of the size of the gathering, or 1 supervisor for every 50 persons present, whichever is the larger.
11. The hirer is solely responsible for the adequacy, suitability and safety of all the equipment brought into/onto the premises.
12. The hirer must confine members to those parts of the facilities which have been included in the hire agreement.
13. The authority to accept bookings shall rest with the Booking Clerk or his/her nominees.