

KNAPTON VILLAGE HALL - BOOKING INFORMATION

More detailed information, downloadable forms and an online booking enquiry can be found on The Knapton Village website at: <https://knaptonvillage.org/village-hall/booking-the-hall/>

1) Hire Terms and Conditions

Booking requests can only be accepted from a responsible adult, aged 18 or over.

All hires are at the discretion of the Booking Secretary / Village Hall Management Committee and are subject to the acceptance of our Standard Terms & Conditions of Hire and any Supplemental Terms and Conditions that may be in force at the time of hire. Current terms and conditions are available as a printed copy if required.

2) Prohibited Activities

- a) Television Receiving Apparatus is NOT to be used since the hall is not licenced for such use.
- b) Trampolines, Bouncy Castles and other inflatables are specifically prohibited for insurance reasons.

3) Bookable Sessions

We usually book out in sessions to allow hirers plenty of flexibility and request that you do not arrive before the session start time and ensure that everything is cleared by the session end time. Please also include your start and finish times on the booking form if you are not planning to occupy the hall for a complete session.

Sessions - Morning: 9:00 am to 1:00 pm | Afternoon: 1.00 pm to 5.00 pm | Evening: 5:00 pm to 9.00 pm

4) Hall Capacity

Under normal conditions our hall can accommodate up to 50 persons comfortably, however depending on the type of event you are planning you may need to consider a reduced capacity.

5) Village Hall Hire Charges (without Heating)

- c) Village Residents, Clubs & Groups £12 per session
- d) Non Village Residents, Clubs & Groups £20 per session
- e) Charges for All Day, Corporate, Commercial, Local Government or Public Sector Events available on request

6) Heating

Our hire charges are low because we prefer to give hirers the option to use the hall heaters for their Event. Heating is charged in addition to the Hall Hire and is charged at cost - please ask for an indication of our current rates from the Booking Secretary.

Please Note: You are not permitted to bring your own heaters.

7) Security Deposit

At the discretion of the Booking Secretary a Security Deposit of £100 may be requested for some events. This must be received by us prior to your event and will be refunded if the Premises are left in good order.

8) Payment

All confirmed bookings will be invoiced as below which will also include **how to pay** information

- a) **Single Hire** - If a security deposit is not required you will be invoiced after your event for payment of the agreed hire charge(s) which shall be due within 7 days of receipt
- b) **Session Hire** - If you are making regular advance bookings, we can agree invoicing and payment terms on either a monthly or quarterly basis in arrears depending on frequency or number of hires

9) Keys

You will need to agree access to the hall with the Booking Secretary prior to your event date. If you are provided with a key this must be kept safe and secure until it is returned as agreed. If you lose a key a charge may be made for any expenses that we incur for replacement keys and/or locks to the premises.

10) Music and Drama

If your event is open to the public and involves the use of music (recorded or otherwise) and/or drama, you must have a PPLPRS licence from <https://pplprs.co.uk/>

KNAPTON VILLAGE HALL BOOKING FORM

Title Forename Surname

Address
Postcode

Phone Email

Organisation / Group

Position (if applicable)

Website (if any)

Proposed event details

Hire Date(s)

Indicate which Session(s) Morning Afternoon Evening

Start time (after 9am) Finish time (by 9pm)

Will alcohol be sold at your event? Yes No

If you intend to sell alcohol during your event, then at least 10 days before your event you must apply to North Norfolk District Council and pay for a 'Temporary Event Notice' (TEN). This is obtained from <https://www.north-norfolk.gov.uk/> : put 'Temporary Event Notice' into the search box. The Hall Booking Secretary must be informed when you receive the licence and it must be displayed during the event.

GDPR We take your privacy seriously and will never share your data with anyone. Please confirm your acceptance that we can use your information for the purposes of processing your booking application by ticking the box below.

I consent to my submitted information being stored and used for a response to my booking enquiry

I confirm that I have read and understood the Conditions of Hire and that I agree to abide by them.

Agreed Charge £ (plus heating at cost if used)

Signature

Date

Position in organisation (if applicable)

Email to: bookings@knaptonvillage.org

Post to: The Booking Secretary, 10 Lawn Close, Knapton, NR28 0SD - Tel: 07443 385171

Please note: Do NOT send the form to the Village Hall.