

KNAPTON VILLAGE HALL – BOOKING INFORMATION

To Discuss your booking or request a paper copy please call 07443 385171 or email: villagehallknapton@gmail.com

Hire Terms and Conditions:

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

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

Prohibited Activities:

- A) Television receiving apparatus is not to be used since the hall is not licensed for such us.
- B) Trampolines, Bouncy Castles and other inflatables are specifically prohibited for insurance reasons.

Bookable Sessions/Hours:

We generally book out in sessions to allow hirers plenty of flexibility and request you do not arrive before the session start time and ensure everything is cleared by the session end time.

For business purposes we offer the flexibility of booking by the hour, with a minimum of 1.5hrs.

Sessions – Morning: 9am to 1pm Afternoon – 1pm to 5pm Evening – 5pm to 9pm

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.

Village Hall Hire Charges (not including Kitchen and Heating charges):

A) Village Residents, Clubs and Groups	£12.00 per session
B) Non-Village Residents, Clubs and Groups	£20.00 per session
C) Village Resident Business	£4.00 per hour minimum hire 1.5 hrs
D) Non-Village Resident Business	£5.00 per hour minimum hire 1.5 hrs

Kitchen:

Our Kitchen has a fridge, cooker and cutlery and crockery, urn/kettle etc that can be included in your hire for a fee of £3.00 per session or £1.00 per hour for business.

Heating:

Heating is charged in addition to Hall Hire and is charged at cost – please ask for an indication of our current rates from the Booking Secretary.

Payment:

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

Single Hire – You will be invoiced after your event for payment of the agreed hire charge(s) which will be due within 7 days of receipt.

Regular Hire – You will be invoiced Monthly, unless an alternative invoicing frequency has been agreed in advance.

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 returned as agreed If you lose a key a charge may be made for any expenses, we incur for replacement keys and or locks to the premises.

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 IN ORGANISATION:
(if applicable)

PROPOSED EVENT DETAILS:

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HIRE DATE(S):

SESSION: MORNING AFTERNOON EVENING HOURLY (times minimum 1,5 hrs)
(Please circle required slot/time)

FREQUENCY: WEEKLY FORTNIGHTLY MONTHLY OTHER (please provide details below)
(Please circle required frequency)

KITCHEN USE: YES NO HEATING: YES NO
(Please circle choice)

WILL ALCOHOL BE SOLD AT YOUR EVENT: YES NO
(Please circle choice)

If you intend to sell alcohol at 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). On receipt of your licence a copy must be provided to the booking secretary prior to your event.

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GDPR We take your privacy very 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:

Email to: villagehallknapton@gmail.com

Post To: The Booking Secretary, 10 Lawn Close, Knapton. NR28 0SD – Tele: 07443 385171