

## KNAPTON VILLAGE HALL - BOOKING INFORMATION

More detailed information, downloadable forms and online booking enquiry is also available on The Knapton Village website <https://knaptonvillage.org/village-hall/booking-the-hall/> or a 'hard copy' summary as below

### 1) Hire Terms and Conditions

All hires are at the discretion of the booking secretary and/or the hall management committee and subject to the acceptance of the halls standard terms and conditions of hire and any supplemental terms and conditions that may be in place at the time of hire. Current terms and conditions are available as a printed copy if required.

### 2) 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**

### 3) 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.

**Covid-19** – While community events, activities and private hires with risks managed by hirers are able to take place, to ensure persons who are clinically more vulnerable or who are not yet fully vaccinated can attend, we are restricting our hall capacity to **30 persons** unless the proposed event includes physical activity such as exercise, sport, singing, dancing or similar in which case no more than **15 persons** should attend. This restriction will stay in place until such time as all Government Guidance is lifted.

### 4) Village Hall Hire Charges (without Heating)

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

### 5) 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 charge at £2.00 per hour (or part thereof) e.g. if used for 1.5 hours this will be £4.00 or a full 4 hour session will be £8.00

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

### 6) Security Deposit

At the discretion of the Booking Secretary a Security Deposit of £100 may be requested for some events. This will be refunded if the Premises are left in good order.

### 7) 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.
- c) **Security Deposit** - If a security deposit is requested for your confirmed hire date this should be paid with your hire charge before your event. You will be invoiced and payment must be received by us prior to the event date.

### 8) 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 &/or locks to the premises.

### 9) 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

Telephone  email

Organisation, if any

Website, if any

Proposed event details

Hire date(s)

Indicate which Session(s) Morning  Afternoon  Evening

Start time (after 09:00)  End time (by 21:00)

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.

I confirm that:

1. I have read and understood the Conditions of Hire and I agree to abide by them.
2. I have read and understood the Covid-19 Special Conditions of Hire in force during the period when Covid-19 regulations apply and will ensure that these requirements are met to keep the Hall Covid-19 secure.
3. I have completed a Covid-19 Risk Assessment.

Agreed Charge £ \_\_\_\_\_ (plus heating if used at £2 per hour or part thereof)

Signature  Date

Position in organisation (if applicable)

Email to: [bookings@knaptonvillage.org](mailto:bookings@knaptonvillage.org)

Or send to: The Booking Secretary, Toghill, The Street, Knapton, NR28 0SB - Tel: 01263 720908

GDPR - we take your privacy seriously and will never share your data with anyone.

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

(Note: please do NOT send the form to the Hall)