

Hire of Hall Booking Slip

Name/Organisation: _____

Address: _____

Tel No: _____

Email: _____

Date of Hire: _____

Please tick one of the following:

Main Hall

Full Day	<input type="checkbox"/>	Evening Disco/Party/Dance	<input type="checkbox"/>
Session (Morning/Afternoon/Evening*)	<input type="checkbox"/>	Number of Hours	<input type="checkbox"/>
Full Kitchen Facilities	<input type="checkbox"/>		

Dennis Boundy Room

Session (Morning/Afternoon/Evening*)	<input type="checkbox"/>	Number of Hours	<input type="checkbox"/>
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* please circle session required

Any Special Requirements:

Total Fee Due: £ _____ **Deposit Paid: £** _____

Payment due on Date of Hire, unless agreed otherwise and cheques to be made payable to:
Brompton Regis Village Hall

I/We agree to the Conditions of Hire and Fees set out in this agreement:

Signature: _____

Brompton Regis Village Hall



Brompton Regis Village hall is a community building in the centre of the village, with car parking to the rear. It is managed by a voluntary committee as a charitable trust, and following a £150,000 refurbishment in 2011, boasts a modern kitchen and full accessibility throughout. It is available for hire in hourly, morning, afternoon, or evening sessions.

If you wish to hire the hall, please contact Jackie Leighton on: **01398 371118**.

Hall Management Committee

Chairman

Charlie Phillips, The Meadows,
Brompton Regis
Tel: 01398 371539

Treasurer

Kim Williams
The Old Post Office, Brompton Regis
01398 371312

Secretary

Sylvia Luxton, Oatway Farm,
Brompton Regis
Tel: 01398 323289

Main Key Holder & Booking Clerk

Jackie Leighton, 2 Brompton Meadows,
Brompton Regis
Tel: 01398 371118

Conditions of Hire

It is the hirer's responsibility to:

1. Ask for any special requirements, such as tables and chairs.
2. Ensure that the hall and kitchen are left in a clean and tidy state.
3. Remove all rubbish, litter and waste food from the premises.
4. Turn off all lights and heaters, including the water boiler, when vacating the building.
5. Turn off all kitchen appliances at source.
6. Ensure that no water is left running.
7. Refrain from sticking or pinning anything on the walls or ceilings. Only use wooden nail provided.
8. Return the keys to a member of the Hall Management Committee
9. Report any damage to a member of the Hall Management Committee.
10. The hirer is liable for any costs incurred for damage or loss to the hall during the hire period.
11. Ensure safe food and handling.
12. Assess the risk of any activity you plan in the hall, and take out appropriate insurance: the village hall is insured only against claims arising from its own negligence.

Please Note:

The hall is not licensed for the sale of alcohol. The hirer will be responsible for obtaining the required license if he/she wishes to sell alcohol in the hall.

Any items you bring into the hall, remain your responsibility.

Hire Fees

The Hall is hired out by the hour, or in morning, afternoon or evening sessions:

The Main Hall

£9.00 per hour

£28 per session (3-4 hours)

£65 for evening disco/party/dance

£130 for all day hire e.g. wedding

£14 to use full kitchen cooking facilities – this is only applicable if cooking appliances are being used and is not applicable for tea and coffee making.

The 'Dennis Boundy' room

£6.50 per hour

£22 per session (3-4 hours)

Subject to availability, furniture and crockery may be hired for off-site functions:

£2.50 per table

75p per chair

Crockery and Glasses by Negotiation

Block bookings for both rooms are negotiable. Please ask when booking.