

# Newick Village Hall Booking Form

BOOKING NUMBER 07377 872 469

email: newickvillagehall@hotmail.co.uk



## Non Commercial Rates

**For Commercial rates please contact the Booking Secretary**

Hirer Name: \_\_\_\_\_

Tel Number: \_\_\_\_\_

Organisation/Event \_\_\_\_\_

Address: \_\_\_\_\_

email address \_\_\_\_\_

Date Required: \_\_\_\_\_

### Main Hall

		Cost Per Hour	Start Time	Finish Time	Number Of Hours	Total Cost
Monday to Friday Daytime	08:00 to 18:00	£10.00				
Saturday / Sunday Daytime	08:00 to 18:00	£13.00				
Sunday to Thursday Evening	18:00 to 00:00	£13.00				
Friday and Saturday Evening	18:00 to 00:00	£16.50				
Day Rate Sunday to Thursday	08:00 to 00:00	£170.00				
Day Rate Friday	08:00 to 00:00	£190.00				
Day Rate Saturday	08:00 to 00:00	£220.00				

### Meeting Room Only

Rate per hour - anytime	08:00 to 18:00	£8.00				
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### Miscellaneous Charges

Use of catering facilities (sliding scale - please discuss with Booking Secretary)

Use of crockery and cutlery sets for events (sliding scale - please discuss with Booking Secretary)

Use of PA system / screen per event

£10.00

Hire of stage and /or meeting rooms in conjunction with the Main Hall

£25.00

Hire of Bar and Alcohol Licence (see condition 2 below)

£40.00

Locals Discount (if applicable) (see condition 7 below)

**Total  
Deposit**

**Full & final payment is due at least 14 days before the event with payment to the Booking Secretary**

**(see paragraph 9 below for details)**

Cheques should be made payable to **Newick Village Hall Management Committee (NVHMC)**

**On behalf of the organisation and/or myself, I confirm that I have read the Full Hire Conditions and agree to them. I have signed the data consent request below.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Tele: \_\_\_\_\_ e-mail \_\_\_\_\_

**Please see the data consent request below**

## Data Protection Consent

I consent to Newick Village Hall using and retaining the personal data which I have provided on this form for the purposes of managing my booking.

Name .....

Date .....

## Specific Terms of Hire

**Please note that there is a detailed document regarding conditions of hire. Please refer to the detailed document for complete details before signing the form.**

1. Minimum hire period is 1.5 hours (Sunday - Friday) and 2 hours (Friday evening from 6pm & Saturday all day)
  2. The Hall is licensed for the sale or consumption of alcohol and entertainment. For alcohol to be available in any circumstance a Licence form (at a cost of £40) must be signed and approved by Mr Steve Courtman. This approval will also include approval of the bar supervisor. When alcohol is provided it is necessary for the bar and licence to be requested whether or not the bar room is used. For further detail read point 22 on the full Conditions of Hire.
  3. For all hirers a deposit of 50% is required at the time of booking. If the cost of the booking is less than £50 then payment must be made in full at the time of booking. Deposits can be varied at the discretion of the Newick Village Hall Management Committee.
  4. A refundable bond of £100 against damage may be requested. If applied this is due with the final payment before the event.
  5. If the Hirer wishes to cancel the booking before the date of hire the following scale of charges will apply:
    - \* no charge if cancelled 3 months prior to the date of hire
    - \* 50% of the charge if cancelled between 3 months and 14 days prior to the date of hire
    - \* total hire charge if cancelled 14 days or less prior to the date of hire
  6. Prices are likely to increase each year with the result that actual hire charges will be calculated at the rates prevailing at the date(s) of the event(s). However, if the hire fees are paid in full, the price will be honoured at the rate current at the booking date for up to 1 year from the date of booking.
  7. For private family events (excluding weddings) booked for a Friday or Saturday a special discount will be given to Newick Parishioners and North Chailey Parishioners (east of the old railway line) The discount is £40 against all day & £20 against an evening booking (for a minimum of 6 hours from 6pm). All bookings must include an Alcohol Licence at the cost of £40.
  8. Commercial rates are applicable to any organisation that does not have a direct link/ impact on the Newick Community. Please contact the Booking Secretary to discuss prices.
  9. Completed and signed booking and responsible person forms together with the deposit (or payment in full) shown on this form must be returned to:

Booking Secretary, Anne Roper, 16 Newlands Park Way, Newick, East Sussex BN8 4PG

Bookings are not confirmed until accepted by the Booking Secretary, such confirmation being subject to the return of the completed and signed booking and responsible person form and payment of the deposit (or full amount).
  10. The Village Hall Management Committee reserves the right to charge for any hours that the Hall or its facilities are used outside those described on this form.
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