

Summary of Procedures for Using the Hall

1. **Bookings** are made through our Chairman, George Courtice, usually by phone 07855 444719 or email georgecourtice@btinternet.com , and the information is passed on to the Treasurer to allow for billing and the hire agreement to be completed & returned.
2. The hall is opened by one of the key holders or arrangements are made to **collect the keys**. Keys are currently held by the following trustees:

George Courtice	Chair	07855 444719
Kate Freeman	Secretary	01670 772576
Elsie Green	Trustee	01670 772466
Chris Hughes	Treasurer	01670 774353
Colin Snowball	Trustee	01670 772604
Corinna Waddell	Trustee	01670 772326
Simon Roberson	Trustee	07801 623940

3. While the Management Committee encourages the use of the hall by young people, we require someone **over the age of 18** to be named as the responsible person for any hiring agreement. Special arrangements are in place for hiring the hall for parties.
4. **The standard fees** for hiring the hall are agreed annually at the AGM usually in January/February. Priority is given to local voluntary groups and local residents and consideration is given to the duration of the hire, the rooms required, as well as whether it is a voluntary group, an individual or a commercial/corporate booking. Fees are discussed between the Treasurer and the Chair. **Deposits** are sometimes raised at the discretion of the Treasurer.
5. At the **end of each hiring session** the hirer is responsible for cleaning up the hall, putting back any furniture as required, reporting any breakages/ damage and returning the key as arranged.
6. Hirers are encouraged to **conserve heat** by ensuring the front door is closed whenever practical, to use the thermostat controls on each radiator and change the settings as necessary. **On departure please remember to reset them to how you found them on arrival.** All hirers must turn off all lights and the stop-cock for the water supply in the main kitchen.
7. Because of limited secure **storage**, hirers should not leave property or equipment at the hall unless arrangements are already in place. On rare occasions when this is required overnight the hall must be informed and the hirers do so at their own risk.
8. Hirers are also encouraged to settle their invoice within 20 days via BACS payment direct to our bank rather than cash.

Premises Licence Details

The village hall has a premises licence authorising the following regulated entertainment and licensable activities	Times for which the activity is licensed Mon-Sunday
a plays	0800-0100
b films	0800-0100
c indoor sporting events	0800-0100
d boxing or wrestling entertainment	0800-0100
e live music	0800-0100
f recorded music	0800-0100
g performance of dance	0800-0100
h activity like music/dance	0800-0100
i facility for making music	0800-0100
j facilities for dancing	0800-0100
k entertainment similar those in i-j	0800-0100
l late night refreshments	2300-0100
m supply of alcohol	0800-0100

Reviewed March 2026