

# YOUR GUIDE TO BOOKING AND USING HOLCOT VILLAGE HALL (v2025.01)

DIMENSIONS, HIRING-COSTS AND OTHER DETAILS of the Hall are available on the relevant page of the Holcot Village website <https://holcotvillagehall.co.uk/>

## HOW TO MAKE A BOOKING:

To hire the hall you must be a minimum of 25 years of age, and the named Hirer must be present in the building for the entire hire period. If the function is a children's/teenage party, as well as the Hirer, additional supporting adults (minimum 25 years of age) as appropriate must also be present throughout.

### 1. To check if the hall is available for your booking:

- Please complete the Booking Enquiry Form by link from the Holcot Village Hall website
- If you are unable to complete the form, you can contact the Booking Secretary by email [info@holcotvillagehall.co.uk](mailto:info@holcotvillagehall.co.uk). We have no phone access for enquiries

*Please book enough time to include setting-up before your event and clearing/cleaning after it. Sometimes, it may be possible to allow some flexibility (e.g. entering five minutes before and leaving five minutes after the booked start and finish times), but this can't be guaranteed.*

*For example, there may be an adjacent booking immediately before or after - in which case you won't be able to enter until your booked start-time, and you must be ready to leave by your hire finish-time.*

*To avoid that risk, we recommend you book for ALL the time you need to be in the building. The Booking Enquiry form accepts bookings in 5 minute increments, although you may have to type over the drop down minutes.*

### 2. The Booking Secretary will aim to respond to you within seven days, but it is usually sooner.

3. The booking becomes firm when the Booking Secretary confirms availability. The Hirer must then confirm acceptance of the hire by response to our automated email within 7 days. If there is no response the booking enquiry will be cancelled.

4. Upon receiving acceptance from Hirer the Treasurer will issue an invoice by email (usually within 7 days). Your invoice will include the date on which you'll need to make payment. Here's a guide to what to expect:

## HIRING-FEES FOR INDIVIDUAL 'NON-REGULAR HIRES'

**(Special payment terms are offered for 'Regular Hires' i.e. minimum 12 bookings per year**  
**– To make an enquiry of availability or for details, please complete a Booking Enquiry)**

### Value of Deposit (Returnable subject to Terms & Conditions of Hire)

- There is usually no deposit required, however one may be applied at the discretion of the Committee

### Methods & timing of payments

#### PREFERRED METHOD

We offer Payment by Credit & Debit Card

#### Bank Transfer

- Nat West: Sort code 56-00-60, account number 03021440

Payment by Cheque or Cash is no longer accepted

#### PAYMENT OF DISCRETIONARY DEPOSIT

- Deposits, if required, are due in accordance with the payment due date on the invoice

#### PAYMENT OF HIRING FEE:

- Payment term as stated on our invoice (usually seven days), or immediately if booking is within seven days

## QUICK-REFERENCE CHECK-LISTS

### USING THE HALL

- With the minimum of a few days before your booking, you will receive a personal access code for the main door electronic lock, instructions for operating the lock. If hiring the Youth Wing/Green Room, a door entry code for key box of that door will be provided by separate anonymous email.
- Access times are automatically monitored and overstays may be invoiced.
- A plan of the hall is attached which shows locations of the facilities, cleaning equipment, heating controls etc.
- The Green Room: The connecting door must be kept locked during the hire period. Toilet and washing facilities in or off the Green Room must not be used if you haven't booked that room.
- The games equipment etc. in the Green Room may not be used at any time - even if that room is hired - and nothing (food/drinks etc) must be placed on table tennis or pool table etc
- **Please ensure that vehicles are parked in the allocated spaces - so far as is reasonably possible - but certainly ensure that NO vehicles are parked on neighbours' grass, and access for LARGE emergency vehicles to all properties in Back Lane is available at all times.**
- In icy weather, or snow, please put salt on external paths, ramps and steps if you think it necessary and with no responsibility being taken by the Holcot Village Hall Association. Without guarantee or liability, we will endeavour to provide a supply of salt for this purpose placed in the main hall lobby.
- The hall is in a residential street; we therefore ask you to take all necessary steps to ensure that noise is not heard outside the premises so as to cause nuisance to residents in the neighbourhood - and to see that everyone leaves the Hall in a quiet and orderly manner.
- To help you with this, a sound limiter is installed (black box at point where the lower ceiling begins, facing the stage); this gives red visual warnings when acceptable volume is being exceeded.

After several warnings the power to the 13 amp sockets on the stage is automatically turned off. This may be reset by depressing the button on the underside of the unit.

### TO ENSURE YOU GET ALL YOUR DEPOSIT BACK (WHERE REQUIRED) & TO AVOID ANY EXTRA CHARGES:

- On arrival please check the building condition thoroughly. If there is anything wrong, immediately follow the procedure sent with your reminder email a few days before Hire Date, to message the Committee and thereby avoid potential loss of deposit or receipt of invoiced charges, which were due to issue left by a previous hirer. Messages received later than 40 minutes of your earliest door lock access time may be disregarded.
- The building, its contents, and the surrounding area must be left clean & tidy with everything stored correctly.
- During your booking, please take responsibility for the behaviour of everyone present; we're sure you'll understand that we'll have to hold you (THE HIRER) personally liable for costs of any damage or loss to the building, its contents or grounds.
- Please replace tidily, and where you found them, any items of furniture or equipment moved or used.
- Pay special attention to the correct storage of chairs (as shown on the trolley illustrations) & tables.
- The building, its contents, and the surrounding area, must please be left clean, e.g:
  - Tables wiped, crockery/cutlery washed and put away etc.
  - Surfaces in the kitchen, if used, must be wiped.
  - Floors must be swept or vacuumed and mopped if necessary. No 'bits' to be left on the floor.  
Leave the floor in a safe and clean state ready for barefoot exercise etc.
  - All spillages must be cleaned up, and any litter, cigarette-ends, broken glass etc. must be safely cleared away (both inside and outside the hall – this includes the Hall garden and the public street).
  - Any breakages or damages must be noted in the log book provided in the Kitchen and reported my message to 07715 172490 within 24 Hours of hire.
  - Kitchen waste bin to be left empty with a clean bin bag in place.
  - RUBBISH must be bagged and placed in the BLACK wheelie bins outside.
- RECYCLABLE ITEMS (bottles, cans, foil, paper, card and recyclable food packaging) may be put (**unbagged**) into the BLUE TOP wheelie bin.
- Sorting & Disposal Charges will apply waste & recyclable items left out of the bins (Please take this home).

### LEAVING THE HALL

Please check that the cooker-gas stop tap is turned to off, The electric instant boiler, all water taps, lights\* and exit signs are turned off, and all windows and doors closed & locked at end of hire. (\*Lights in all toilets & furniture area are automatic). Please note that if the building is left in an unsecured state, you may become liable for any losses or damage caused due to criminal activity etc.

# HOLCOT VILLAGE HALL HIRING AGREEMENT (v2025.01)

This **AGREEMENT** is made on the date (A) and between the **COMMITTEE** (B) and the **HIRER** (C) named below, whereby in consideration of the sum(s) mentioned (D) the **COMMITTEE** agree to permit the **HIRER** to use the premises (E) for the purposes (F) and for the period(s) (G) all described below

A	Booking Date (Booking Enquiry completion Date)	This is the date that the Hirer submitted the Holcot Village Hall 'Booking Enquiry' online.
B	Booking Secretary Holcot Village Hall Association	Email to: info@holcotvillagehall.co.uk
C	Hirer - Name of organisation and/or individual • Where Hirer is an organisation, please also state here the name of the individual responsible or the Booking Enquiry will be denied. Limited Company etc. requests remain the responsibility of the named Hirer. • Address, phone number and email address.	Details as entered by the Hirer on the Holcot Village Hall 'Booking Enquiry' form. The Named Hirer must be a minimum of 25 years of age and must be present in the building for the entire hire period.
D	<b>Non-Regular Hires</b> ' are requested to read the document "A QUICK GUIDE TO HIRING AND USING HOLCOT VILLAGE HALL":  <b>Hiring Fees for 'Regular Hires':</b> (Requiring a minimum of 12 hires per year period) These Hiring fees are payable in arrears against quarterly invoices	If the Hirer fails to make any payment by the date it is due, the Committee reserves the right to accept an alternative booking for the same date/time, and cancel the Hirer's booking.  If the Non- Regular Hirer wishes to cancel the booking within 30 days of the hire date, a management fee of £20 will be retained.
E	Premises:Available to Hire :- Main Hall only Youth Wing / Green Room only Whole building	This is as entered by the Hirer on Booking Form NOTE: Hires which include hiring of the Green Room do NOT include use of games equipment (please request separate agreement), and nothing (food/drinks etc) must be placed on pool table etc
F	Purpose of hiring (eg. Party, Quiz, Fashion Show) Party bookings must define type of party. e.g. Teenage, 40th, Wedding, Retirement etc. <b>Evening Party Bookings or similar Are Not Accepted from Non-Residents.</b>	As entered by the Hirer on Booking Enquiry Form. A full description is required. Further information may be requested before acceptance of booking.
G	Period of hiring - if 'Non-Regular' Hire	As entered by the Hirer on Booking Enquiry Form. NOTE: The Hall must be vacated and cleaned by - 01:00 am (hires starting) Mon - Fri - Midnight (hires starting) Sat - Sun. A next day cleaning option may be available on request for full evening hires.
H	Period of Hiring - If 'Regular' Hire (Requiring a minimum of 12 hires per year period)	If you wish to arrange regular use, please provide full detail of sessions and repeat frequency on the Booking Enquiry Form.
I	Headcount	Max capacity of Main Hall 200 people (not seated), 120 (seated in rows). Max 100 recommended seated at tables. Note: 96 chairs are available with sufficient folding tables.
J	Payment We offer Payment by Credit or Debit Card and Bank Transfer Cash or Cheque payments are no longer accepted Bookings remain requests only until confirmed in writing (email) or by issue of an Invoice	
K	The Hirer agrees with the COMMITTEE to observe and perform the provisions and stipulations contained or referred to in the following conditions of hire, for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges by submission of a Booking Enquiry).	

**CONDITIONS OF HIRE (v2025.01)**

If the Hirer is in any doubt as to the meaning of any of the following, please consult the Booking Secretary.

1	<p>The Named Hirer (C) will, during the period of hiring, be present at all times and be responsible for the supervision of the premises, the fabric and their contents, their care and safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity.</p> <p>If the function is a children's/teenage party, the Hirer named in (C) supported by additional adults as appropriate must attend throughout to ensure these conditions are met.</p> <p>It is the Hirer's responsibility to ensure that any external entertainment or catering contractors (etc.) comply with these conditions of hire.</p>
2	The Hirer shall familiarise themselves with the fire safety instructions and MUST ensure that all fire exits remain accessible and the EXIT SIGNS ARE ILLUMINATED for the time that persons are on the premises.
3	The Hirer shall not sub-let the premises, or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof, or for which the Hall is not licensed.
4	The Hirer shall be responsible for obtaining licences that may be needed appertaining to use of the premises for which the Hall is not already licensed.
5	The Hirer shall be responsible for ensuring that any electrical equipment to be used during the hire is PAT tested and labelled. Annual PAT Testing may be available for regular users.
6	If the Hirer wishes to cancel the booking the following applies :- Upt to 28 days before the hire date, £20 management charge will apply- Cancellation within 28 days of the hire date, £20 management and lost hire charge will be applied.
7	The Hirer is granted access to the hired room(s) for the period of hire invoiced (or reserved in the case of 'regular' hires where invoices are presented quarterly). The Hirer may access five minutes before and leave five minutes after their start and finish times, however should there be an adjacent hire in progress (within that previous Hirer's reserved time) the new Hirer will not enter the building until their start time, other than making the current hirer aware that they are waiting. Similarly the Hirer will vacate immediately the next Hirer's start time arrives when notified by the next Hirer. The Hirer agrees that their reserved hire time period includes any set-up/arrival and clean-up/departure time which they may require.
8	The Village Hall has limited facilities for recycling (just one Blue Lid wheelie bin) therefore if that bin is full the Hirer agrees to remove all recyclable materials such as bottles, cans, paper, card and recyclable food packaging etc. All recycled items must be reasonably cleaned and drained before being placed in the Blue Lid wheelie bin. Recyclable items must not be bagged in the wheelie bin. Recyclable items may not be disposed of in the black wheelie bins. Used Balloon Helium Gas Canisters may not be recycled in the wheelie bin and must be taken away for recycling. A charge will be made for disposing of cylinders left at the Village Hall.
9	No Helium blooms shall be allowed to rise to the ceiling as they may interfere with the circulating fans installed at the ridge. We suggest that if hirers wish to give balloons to guests, that they do so in the entrance foyer. Should the Committee be required to recover balloons from the fan equipment a charge of £50, plus any repair or replacement costs will be invoiced.

10	<p>The document "YOUR GUIDE TO BOOKING AND USING HOLCOT VILLAGE HALL" forms part of these conditions and sets out aspects for which the Hirer is responsible during, and at the end of, the Hire - including those which, if not complied with, will lead to extra charges. The Hirer agrees to indemnify the Holcot Village Hall Association for any such extra charges, which will be invoiced to the Hirer for immediate payment. For example (but not limited to these):</p> <ul style="list-style-type: none"> <li>- Repairs or replacement in case of damage or loss to the building, grounds or contents</li> <li>- Any damage, subsequent unauthorised entry or theft etc. resulting from failure to follow the requirements in the 'Leaving the Hall' section of the above document</li> <li>- Additional cleaning charges</li> <li>- Disposal by the Association of recyclables or any other waste left over from the Hirer's event (whatever the quantity) will result in a minimum charge of £40 being made to the Hirer. Where overspill (or binned) waste and/or recyclables are unsorted this charge will be a minimum of £80 due to the unpleasant effort required in sorting and bagging before recycling or disposal.</li> </ul>
10	<p>The Village Hall does not have a TV Licence and there is therefore the risk of a £1000 fine. If anyone watches TV programmes including those from catch up sites from any device that is plugged into, or being charged from, a socket in the Hall, they will be risking this fine. The Hirer acknowledges their responsibility to make all persons attending the hire aware of this and to supervise all persons present during the hire. They agree their responsibility to immediately settle any fine on behalf of any attendee or other third party found to be contravening this condition, whether invited, a paying guest or otherwise present. The Hirer accepts responsibility for immediate payment of any fine and that they may not redirect The Holcot Village Hall Association to collect from any third party. The Holcot Village Hall Association shall not have, or require, contact with that third party.</p>
11	<p>The Hirer acknowledges the Fire Risk Assessment and Emergency Action Plan and will comply with their content, a copy is available by link from the online booking request form and is also available on an individual basis on request from the Bookings Secretary or Treasurer.</p>
<p><b>ACCEPTANCE OF TERMS &amp; CONDITIONS</b></p> <p>The submission of an Online Booking Enquiry and/or payment of any deposit or hire fee confirms the Hirer's acceptance of these or any subsequently amended Terms &amp; Conditions</p>	

## USING HOLCOT VILLAGE HALL:

### WHERE DO I FIND...?

BLACK =  
ROOMS etc

BLUE =  
EQUIPMENT

#### KITCHEN

- Keys for hatch-shutter, kitchen-units, and door to Back Lane, are on hook on shelf by the hatch-shutter
- AT END OF YOUR SESSION, PLEASE EMPTY FRIDGE, AND TURN-OFF FAN-HEATER, EXTRACTOR-FAN & GAS-TAP ON PIPE**

LADIES'  
FOR  
MAIN  
HALL

UNISEX  
DISABLED  
TOILET/  
BABY-  
CHANGE

**HEATING**  
'extra-time'  
boost  
button

ENTRANCE LOBBY  
FROM BACK LANE

GENTS' FOR  
MAIN HALL

TOILETS FOR  
YOUTH  
GAMES  
ROOM

**YOUTH  
GAMES ROOM  
& or DRAMA  
'GREEN ROOM'**  
(Facilities in areas  
edged in red are **NOT**  
normally included with  
hiring of main hall)

Vacuum,  
broom,  
dustpan  
& brush,  
mop &  
bucket  
in this  
cupboard

FIRE EXIT

## MAIN HALL AREA

*Please feel free to decorate  
the hall for your party or event,  
but please:*

- no Blutak or pins on the walls
- use the hooks provided  
on the picture rail and  
at the foot of the roof-beams

#### ROOM THERMOSTAT

You can adjust temperature  
for this session

#### CEILING FANS CONTROLS

**TABLES  
&  
CHAIRS**

#### STAGE

ACCESS-STEPs STORED ON STAGE  
or UNDERNEATH ITS FRONT EDGE