

**Castleside Village Hall – Venue Booking
Form - 2025
Drover Road, Castleside, Consett
DH8 9RE Charity No.1191521
thevillagehallcastleside@gmail.com
Tel: 01207 508660 / 07547 208327**

Terms & Conditions of Booking Hall Space for Single Bookings

These conditions include the Hall in its entirety including its rooms, kitchens, toilets, and outdoor spaces and forms the basis of a booking between the Customer and the Village Hall.

All bookings are provisional until confirmed by an authorised member of the Hall and a signed Booking Form by the hirer agreeing to these Conditions on or before the booking date. Castleside Village Hall reserves the right to refuse any bookings.

Booking the Hall

All bookings must be confirmed in writing; payment is required no later than seven days prior to the date of your event. You shall be liable for any additional expense incurred if your event booking overruns your agreed hire period. You may not sub-let your booking.

Cancelling an event

Any notice of cancellation must be made to a committee member 48 hours prior to the date of your event. Once a booking has been confirmed we reserve the right to impose a cancellation charge of 20% of agreed fee. The Hall has a right to cancel an event e.g., on health and safety grounds or nonpayment of event.

Food and Beverage

If you choose to use our Kitchen, can we please ask that you respect the appliances, crockery and utensils and leave it in a clean useable condition. Failure to do this will result in an additional charge. If you provide your own food and beverage for your event, can you ensure that it is stored appropriately and understand that the Village Hall are not responsible for the health and hygiene of food supplied. **It is imperative that children are not allowed in the Kitchen as we are not insured to cover in event of accident or damage.**

Only alcohol purchased at the Bar can be consumed during your event. you are not permitted to bring your own alcohol.

We can offer a licensed bar, please discuss when booking.

Equipment / Safety

We cannot accept responsibility for any equipment that you have installed for your event. No smoking is allowed in any part of our Hall You shall ensure that there is no interference whatsoever with our fire extinguishers or any other piece of safety equipment except in the case of an emergency. You shall keep every corridor, passage, and exit clear of obstruction and ready for use in an emergency. The use of smoke machines or similar

devices is not permitted in any part of our Hall. **Bouncy Castles and other inflatable activities must be supervised by the company supplying, at all times, please make sure you have this in place before confirming your booking. We are not liable for any accidents relating to privately hired equipment, therefore please make sure you have a copy of the supplying companies Public Liability**

On booking you agree to familiarise yourself with the Health & Safety Information in the Hall and make sure you understand where the Fire Exits are, we have information boards at the entrance and at the back of the hall with all relevant information. If you require a room set up, please enquire as this is normally done by the hirer, and all items returned to the original position. The stage is not for storage, so please do not put anything on it. Please do not bring your own electrical items, only PAT tested equipment may be used. (E.G. Professional Hirers Equipment)

Alteration / Damage

You shall take all reasonable precautions to ensure that no damage occurs to any property of the Village Hall or its employees and contractors. In the event of any damage occurring, we reserve the right to render you liable for the replacement or repair of any or all property damaged. You shall ensure that nothing is fixed to the floors, walls, ceilings or anything other than a low tack i.e. Blue Tac and all decorations to be removed and discarded upon completion of hire

Housekeeping

On booking the hall you agree to leave it in the condition it was received, and **that all rubbish will be removed.** We do not have the facility to accommodate your rubbish, therefore please take it home with you at end of hired period. The kitchen will be left clean and free from any rubbish. The Hall is checked prior to each booking however should a problem occur please inform a Team Member. The Hall is not supervised by a team member during your event however, contact details are on this form. A member will arrive prior to end of the booking to handover unless other arrangements are made.

We reserve the right to charge for the removal of any rubbish left behind.

Insurance of Your Personal Property

You acknowledge that your personal property, including any objects, equipment, furniture, stock, or other property of any sort will remain under your control and care whilst you use our Hall.

Conduct

You and your guests must refrain from any behaviour that would bring the Village Hall into disrepute or cause discomfort/risk to others. You shall ensure that your event is conducted in an orderly fashion without causing a nuisance. We ask you to respect our neighbours with regard to noise and parking. **Please keep outside doors closed, where possible, to reduce impact on our neighbours.** No alcohol can be consumed outside the building as we have no license for this. You are responsible for your guest's behaviour.

Performing Rights

We have a License from the Performing Rights Society Limited which authorises live public performances of music.

Data Protection Act

We will treat all your personal information as confidential; we will keep it secure. We will not sell, distribute, lease, or knowingly share your personal information with any third party without your permission, except as required by law.

Hourly Hire charges

Main Hall	£15
Main Hall with use of Kitchen	£20
1 st Floor Meeting Room	£15

15 minutes is available free of charge before and after your booking times, to enable setting and tidying up. **If you require longer, please let us know and we will charge accordingly.**

Additionally, if there is a requirement to open up the hall, for drop off or pick up of equipment etc, for example Bouncy Castles, DJ equipment and Catering, then we will discuss any additional charges before confirmation of booking

Upon confirmation, please treat this form as your Invoice

We can offer refreshments or a licensed bar which includes alcohol, soft and hot drinks please discuss on booking, subject to numbers.

Charges will be agreed by the Committee for specialist events and block bookings

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Name			
Telephone			
Email			
Address including Post Code			
Date required			
Type of Event			
Start & Finish Time			
Room Required			
Special Requests e.g. Access before event for delivery of catering or equipment			
Approx number of guests			
Bar/Kitchen Required Please discuss before completing form			
Agreed cost			
All bookings must be paid in full before confirmation is issued	Bacs to: - Castleside Village Hall Lloyds Bank plc Sort code 30-98-04 Account number 01763123 Please use Name as reference		
I confirm that I have read, and accept these Terms & conditions	Signature of hirer Date		
Authorised by	Team Member Date		
Confirmation of Payment	Date		
Amount	Signed Team Member		