

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

Terms & Conditions of Booking Hall Space for Single Bookings, Children's Parties and Events

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 to 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 no children are 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.** 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.

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 any other interior or exterior part of our premises by means of nails, screws, drawing pins, Sellotape, tape, glue or staples or any other means unless agreed on booking form and all decorations to be removed and discarded upon completion of hire.

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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 unless otherwise agreed on booking form. 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 you will be given contact details and a member will arrive prior to end of the booking to handover unless other arrangements are made.

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. 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.

Hire charges

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

15 minutes are available free of charge before and after your booking times, free of charge, to enable setting and tidying up.

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.

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

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Name						
Telephone						
Address						
Email						
Date/s of Event			2025			
Time of Event						
Type of Event						
Rooms Required						
Special requests (to be confirmed)						
Approx number of guests						
Bar required						
Kitchen, please discuss when booking						
Agreed Cost						
Note:- Bookings under £100 are to be paid in full upon confirmation.						
Payment by Bacs or Standing Order to: - Castleside Village Hall Lloyds Bank Sort Code 30-98-04 Account no 01763123				Confirmation of Payment Date, Method & Amount		
I confirm that I have read, and I accept these Terms and Conditions.						
Signature of customer						
Date						
Authorised by Hall Team Member						