



## St James South Elmham Village Hall

St James' Lane, St James South Elmham,  
Halesworth, Suffolk. **IP19 0HP**

**Booking secretary: Ruth Jewson 01986 783959**

Bookings WhatsApp: 07765 790214

E mail: [ruth.jewson51@gmail.com](mailto:ruth.jewson51@gmail.com)

## Booking Form

### PERSON RESPONSIBLE FOR THE EVENT

Name of person responsible for the booking	
Address and post code	
Telephone number of the booker:	
Mobile number of the booker	
Other contact details (WhatsApp, e mail etc.)	

### THE EVENT

Type of event	
What's being booked: Hall. Kitchen. Catering equipment. Sports equipment. Tables & chairs Tent/gazebo etc.	
Date of event	
Setting up time: From/To (day and time)	
Start time for the event	
End time of the event inc. cleaning	
Estimated number of people*	
Entertainment provided by:	
Are tickets being sold for the event?	
Does the event including serving alcohol:**	

\*Hall is limited to 120 people dancing/standing, 120 seated in rows, 80 if tables & chairs are used

\*\* Note: The Village Hall is not licensed to sell alcohol, but alcoholic drinks may be served

I confirm that I have read and understood **Booking & Conditions of Hire** and I will fully comply with them. A copy of Conditions of Hire accompanies this booking form and is also available in the Kitchen area.

**Personal data** will be stored, used solely by the Village Hall and not be passed on in any unauthorised way.

**Details can be modified** by the hirer on request up to one week prior to the booking.

By signing below you confirm you accept all these terms and the Conditions of Hire.

Signed: ..... Date: .....

### **CHARGES to be paid no later than one week before the event**

Hours booked – event:	
Hours booked – set up:	
Cost of hours	£
Any other hire charges	£
<b>TOTAL HIRE CHARGES</b>	£

All cheques payable to St James Village Hall or by BACS to: Sort code 40-23-09. Account number: 51076558

### **DEPOSIT to be paid at time of booking**

Security fee	£50	To be returned if the hall is left in good order
Cancellation fee	£50	To be returned if cancellation is made at least a week prior to the event date
Refundable deposit	£100	Due at the time of booking. <b>To be refunded if Security/cancellation fee conditions are met</b>

All cheques payable to St James Village Hall or by BACS to ..... bank: Sort code 40-23-09  
Account number: 51076558

**I enclose a refundable deposit of £100 due at the time of booking**

Signed: ..... Date: .....

# **TERMS & CONDITIONS IN BRIEF**

## **to note and discuss with The Booking Secretary**

You will be given a copy of full Terms & Conditions which you should read, but in simple terms:

### **WHAT TO CHECK/NOTE:**

- ☐ By signing the Booking Form you have made a contract.
- ☐ Check you have booked all elements you will need including kitchen and equipment
- ☐ Check cancellation/ refund conditions, and total cost including set up time and use of equipment
- ☐ Check numbers you expect and that they comply with maximum legal capacity
- ☐ Check what the Village Hall insurance covers and whether you need your own insurance
- ☐ Note the Village Hall is not responsible for theft from/of a vehicle or any accident in the car park
- ☐ Note the Village Hall has a license for live/recorded music but not video
- ☐ It does not have a license to sell alcohol, but your own alcohol can be consumed
- ☐ What to do if an injury/accident occurs – note The Village Hall Committee is not liable
- ☐ Key Village Hall Committee contact details and what to do in an emergency, fire etc.
- ☐ Ask for directions to issue to guests
- ☐ Check on use of outside space for daytime events
- ☐ Check the relevant Policy if you expect children /vulnerable adults to be present

### **WHAT YOU ARE RESPONSIBLE FOR:**

**As Hirer you must be an adult over 18 years and must be on the premises for the duration of the event. You are responsible for:**

- ☐ Paying the deposit on booking and hire charge in full a week prior to the event
- ☐ Providing suitable supervision for children and vulnerable adults
- ☐ Checking fire exits, equipment, what to do in an emergency
- ☐ Cleaning the hall, kitchen, washing and putting away crockery/glasses/equipment. Sorting and taking out rubbish/cigarette butts. Returning the Hall to the original layout.
- ☐ Checking whether you would like to use the Hall cleaner (by private arrangement)
- ☐ Keeping the highway clear
- ☐ Reporting and paying for any damage to the premises or equipment
- ☐ Locking up securely as set out in Conditions of Use
- ☐ Return of keys as agreed with the Booking Secretary
- ☐ Finishing and exiting on time – 11.30PM latest unless by prior agreement

### **WHAT IS NOT ALLOWED:**

- ☐ Candles and anything with a naked flame. Fireworks
- ☐ Any portable gas appliances at all. Any additional electrical equipment unless it has been approved in advance by the Booking Secretary
- ☐ Animals/birds in the kitchen/Hall. Guide dogs are allowed in the Hall. Other dogs may be given permission if requested in advance.
- ☐ Bouncy Castles in the Hall
- ☐ Smoking except in the designated outside area