

BANNINGHAM AND COLBY VILLAGE HALL

(NR)

I hereby undertake that I will use my best endeavours to supervise the conduct of the persons using the hall on the date(s) booked as to avoid damage thereto. ***For health and safety reasons I agree to read carefully the "Instructions for Use" signs regarding the stacking of tables and chairs, as well as the boiler, cooker and gas supply in the kitchen. I will not attach any decorations to the newly decorated walls but will use only the wooden beams or brick archways. I will not use blue tack or any tape on wall surfaces and will remove all decorations from the beams and archways before vacating the hall.***

Any glasses left on the hall after the bar staff have made their final collection are to be washed and left on a table in the hall. I also undertake to leave the hall in good condition, i.e. tables and chairs stacked and clean, the kitchen cleaned and the floors swept. If it is necessary to return the following morning, all cleaning will be completed by **10am**

I further undertake that I will pay to Banningham and Colby Village Hall Committee on demand any cost which they may incur resulting from the use of the Hall on the date(s) booked; the term to include all rooms, passages, cloakrooms, entrance, toilets, all fixtures and fittings, furniture, crockery etc, in and about the same.

Sessions: Morning (9am-1pm) Afternoon (2pm-6pm) Evening (7pm-11pm)

HIRE RATES

Three sessions (all day 9am – 11pm)	£60.00
Two sessions (9am – 6pm) or (2pm – 11pm)	£45.00
One session	£30.00
Extra hour to midnight	£ 7.00

A refundable deposit of £50.00 (to cover damages) is payable with the booking. The full amount must be paid **two weeks before the date of the hire**. For bookings made within four weeks of hire date the full amount plus £50 deposit is required. The deposit will be refunded by cheque after the event if no damage has occurred.

Cheques should be made payable to **Banningham and Colby Jubilee Hall**.

Provisional bookings will be held for 2 weeks.

The **Sandy Lane Club Bar** is available for refreshments (**after 7.30pm unless prior arrangement has been made.**) *If you request the bar facilities you may not bring your own alcohol to the Hall; all wines etc. must be purchased through the Club.*

For all enquiries concerning the Village Hall keys and the **Bar**, contact **David Holgate on (01263) 732722**

Please make arrangements well before the event for collection of keys and bar opening time, if before 7.30pm

The Committee hope that you enjoy the facilities provided at the Hall and welcome any suggestions for improvement. If you have cause for complaint please bring this to our attention at the earliest opportunity so that we can take any action necessary. Please complete the form below (retaining this upper portion for your information). Detach the form and return to:

Mrs. Tricia McKenzie, 'Tree Tops', Colby Rd, Banningham, Norfolk NR11 7DY

NB DUE TO FIRE REGULATIONS NUMBERS MUST NOT EXCEED 100

When both Sandy Lane Club and Village Hall are used numbers may be increased to 199

Cut here -----

I (full name)	Tel:	
Of (full address)	Email:	
Apply for the hire of the Banningham and Colby Jubilee Hall on:		
Date:	Time: From	To:
Signature:	Approx number attending:	
Bar required: (YES / NO) (Please delete as appropriate)		