



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

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	£
TOTAL HIRE CHARGES	£

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. To be refunded if Security/cancellation fee conditions are met

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