

Bredgar Village Hall (BVH)

Terms & Conditions

Thank you for your enquiry about Bredgar Village Hall – serving the community from the heart of Bredgar village. All funds raised through private and village organisation hire go towards its upkeep and improvements.

For further information, please see
www.bredgarvillagehall.co.uk

or visit our FaceBook page
www.facebook.com/BredgarVillageHallBredgar/ or email us at

info@bredgarvillagehall.co.uk

Bookings/damage deposit

- 50% of your total hire fee is to be paid ***immediately*** on return of the booking form. This will confirm your booking. If this doesn't happen you only have a 'provisional' booking and you may lose your spot
- £50 deposit is to be paid 7 days prior to hire date for non alcoholic/pm events
- £100 deposit is to be paid 7 days prior to hire date for alcohol and evening events
- Balance of hire is to be paid 7 days prior to hire date

The hall is not for hire for 16th, 18th and 21st birthday parties without prior agreement with BVH.

Refunds for damage deposits and reservation deposits are issued at the BVH Committee discretion.

Any damages/breakages must be reported to BVH immediately.

Undue noise and disturbance will result in immediate termination of the hire.

Please note, the time you have booked includes your setting up & cleaning away time.

Keys

Keys for the main door, side PVC door and kitchen door are kept in the secure lock by the front door. You will be notified of the code before the start of your hire. Keys **must** be returned to the box.

Alcohol licensing/Bar

The bar must close no later than :

11pm Mon-Thurs

11:30pm Fri-Sat

10pm Sunday

No alcohol brought by yourselves is to be **sold** on the premises

If you have ordered a bar, you are **not** permitted to bring your own alcohol.

Rubbish

All bins in the hall are to be emptied after your event. We have a large bin for your use situated outside the kitchen. Please feel free to use.

Decorations

All decorations are to be removed including hanging materials, including but not limited to, tin-tacks, blu-tac & string.

Note: Under no circumstances must tape of any sort be used. Please find an alternative that does not leave marks.

Cleaning

Main Hall - make sure tables & chairs are cleaned and returned to the storeroom. Floor to be swept and all spillages must be mopped up.

Window sills to be cleared and cleaned.

Toilets including disabled - must be wiped down, flushed, cleaned & checked before leaving the hall. Check that taps have been fully turned off.

Kitchen/Bar area - all surfaces, oven & fridge (if used) need to be cleaned (not just wiped down). Turn off water heaters, clean the sink and taps. Sweep and mop the floor & empty the bins.

Entrance Hall – must be cleaned and hoovered.

Outside including garden and car park

All rubbish must be cleared away from all outside areas. This includes cigarette butts.

Please ensure that all lights are turned off before locking the doors & leaving the hall. The heating is thermostat controlled for maximum comfort.

Bredgar CofE School/Church grounds

Under no circumstances is anyone allowed to enter the school premises, including the playing field. BVH will accept no responsibility for injury to persons or damage to the school property and church yard and your contact details may be passed to the school or church council.

Failure to adhere to the Terms & Conditions may result in all or some of your deposit being withheld.

We hope you have enjoyed hiring Bredgar Village Hall and hope to see you again.

Revised: 01/17