



Dufton Village Hall

The Management Committee of Dufton Village Hall is keen to promote and support the use of the hall for community or private activities. The terms and conditions, scale of charges and notes set out the parameters to meet the terms of the various licences held by the Hall Committee, please read them before completing the form.

If you are considering the hire of the hall please email to discuss your specific requirements and check availability duftonvillagehall@gmail.com

Terms and Conditions

- The hire includes utilities, kitchen equipment, tables and chairs.
- An official booking form must be filled in before the hire, as required by the Village Hall Insurers.
- All bookings are at the discretion of the Committee.
- The Main Hall has a capacity of 100 persons including support staff.
- Smoking is not allowed anywhere on Village Hall premises.
- Licenced bar facilities are available in the main hall. The conditions of the Licence must be adhered to.
- **DAMAGE:** it is the hirer's responsibility to report damage to the Committee. All breakages and damage must be paid by the hirer.
- In certain circumstances a deposit may be required.
- Hirers are responsible for any equipment brought onto the Hall premises.
- Room(s) hired are to be left in a clean and tidy condition or additional cleaning charges may be incurred.
- Equipment manual is available in the kitchen.
- When using the hall please park considerately and **do not park** on the grass of the village green.
- The audio visual systems in the main hall and community room are available for hire to play music (main hall) or to illustrate lectures and talks using your own material. They may not be used for TV programmes or to show films.
- Please consider our neighbours by limiting noise after 11 pm as this is a condition on the premises licence, and **must** not be audible from outside after this time. Music **must** be terminated by 12pm and the Hall **must** be vacated by 12.30 am.



Dufton Village Hall

**Emergency Procedures for Hirers of Dufton Village Hall.
Please print this document and bring a copy with you.**

- On arrival please take note of the plan in the hall, showing fire escapes and the position of fire extinguishers. These should not be obstructed in anyway.
- Please inform your party of the procedures to be followed in the event of a fire or other emergency
- Fire doors, which are clearly marked, must not be wedged open.
- Users of the hall are advised not to use fire extinguishers unless they have been trained and feel confident to do so.
- Anyone discovering a fire should raise the alarm by shouting “FIRE”
- In the event of a fire, exit the building using the nearest available exit. Gather everyone together on the village green near the Youth Hostel. Dial 999 and inform the fire brigade. Take a headcount so the fire brigade can be informed if anyone is missing. Do not return to the building until authorised to do so by the emergency services.
- For all emergencies or leaks, contact Simon Higginbottom 017683 52167, or David Carter 017683 53121

Scale of Charges from September 2019

This table is a guide and will not fit all eventualities. Please email duftonvillagehall@gmail.com to discuss your specific requirements. Please use this to calculate the amount payable and return a copy with the form

Main Hall

Bookings include use of hall furniture and kitchens including equipment. The Hall Licence has a capacity of 100 people.

Activity	Resident Rate	Standard Rate	Notes	Book	Amount payable
2 hour booking Eg Children's party; meeting	£15	£20	30 minutes set up and take down time allowed prior to the start and finish of the event		
Cost per single session Sessions are from 0700 to 13:00; 1300 – 1800 and 1800 till 0030	£25	£50	For bookings cutting across sessions eg 1000-1400 please contact to discuss rate		
Full Hire A (3 consecutive sessions)	£50	£150	These rates are for large events (parties, weddings etc) where the set up requires exclusive use of the hall for the whole period		
Full Hire B (6 consecutive sessions)	£100	£250			
Full Hire C (9 consecutive sessions)	£125	£300			
Audio Visual Equipment fee	£10	£10			
Stage approx. 5mby3m	Included in booking	Included in booking	Hirers responsible for safe use		
WiFi	Included in booking	Included in booking			
Alcohol Licence fee	£15	£15			
			Total Fee Due		

Community Room – up to 20 people depending on layout. Hire includes access to kitchen and equipment on the same level

Activity	Resident Rate	Standard Rate	Notes	Book	Amount payable
2 hour booking	£7.50	£15	30 minutes set up and take down time allowed prior to the start and finish of the event.		
Over 2 hours up to 8 hours	£3 per hour after initial 2 hours	£6 per hour after initial 2 hours			
Full Day (8+ hours)	£30	£50			
Screen to connect to laptop and WiFi	Included	Included			
Flip Chart	£10 per pad	£10 per pad			
Alcohol Licence fee	n/a	n/a			
			Total Fee Due		



Dufton Village Hall

Booking Form From September 2019

Please complete using CAPITAL letters			
Name of applicant/organisation please include name of contact			
Address, including postcode			
Telephone number		Email address:	

Booking for: Main Hall Community Room (Please show which you are booking)

Date of Hire or first date if a block booking (see note below)	From Time	To Time	Purpose of hire	Notes
Audio Visual System Required (see note below and charges may apply)			Yes / No	
Child Protection Policy in place (see note below)			Yes / No	
Do you intend to sell alcohol? (see note below and charges apply)			Yes / No – if yes please provide details	
Do you plan to have music? (see note below)			Yes / No – if yes please provide details	
Do you want to use the stage? (no charge)			Yes / No	

Booking Notes:

- If you are making a block booking please indicate the dates required in the *Notes* section
- The audio visual systems in both the main hall and community room are available for hire to play music (main hall) or to illustrate lectures and talks using your own material. A laptop is available for loan at no extra charge.
- If an event/activity for children is organised by another agency ie through the hiring of the village hall the Village Hall Management Committee require a written statement that child protection procedures are in place for these events/activities. Organised Children's groups are required to send a copy of their Child Protection Policy with the booking form.
- The Hall has a licence for the sale of alcohol which may be used upon payment. The terms of the licence are shown in the Village Hall and must be adhered to.
- Music can be either live or recorded. There is a small (5m by 3m) stage. According to the terms of the licence music must not be audible outside of the building after 11pm, must be terminated by 12 midnight and the Hall vacated by 12:30am.

Booking Agreement:

- I have read and understand the Terms and Conditions of Booking, the hire charges and fire safety procedures attached to the booking form and I agree to be bound by them.
- I fully understand that the Village Hall including the kitchen should be left clean and tidy as found
- I agree to pay the full repair or replacement costs if the equipment or fabric or any contents of the hall are damaged during my hire
- I will raise any concerns about equipment or the state of the hall at the commencement of the hire period
- I enclose a remittance which is made up as follows

Item	Amount
Booking fee for duration of Hire	
Audio/Visual Equipment	
Flip Chart Hire	
Alcohol Licence	
Total Payable	

- Payment for block bookings will be invoiced on last day of hire

I wish to make the booking as set out above:

Name (Please Print):	
Signature:	
Date:	

Except in the case of block bookings, this form must be accompanied by the **full** amount payable.

Payment should be made by Money Transfer to: **Dufton Village Hall, Account Number 80342505 Sort Code 20-66-97** or by Cheque made payable to **'Dufton Village Hall'**. A receipted invoice for your payment will be issued.

When completed, please send both pages of this form to: Simon Higginbottom, Hall Croft, Dufton, Appleby, CA16 6DB, or email to duftonvillagehall@gmail.com.