

Private Use of the Sudbrook & West Willoughby Village Hall Site & Marquee

Use of the Village Hall Site for Private Events

Overview

The Sudbrook & West Willoughby Village Hall (SWWVH) Site is an amenity for use by the residents of Sudbrook and West Willoughby for recreational and leisure-time purposes. The site is managed by the trustees of the SWWVH Charity (Registered Charity Number 511131).

The SWWVH site is an open grass area in the centre of Sudbrook. There are no electricity or water supplies, and no toilet facilities. It is in close proximity to residential properties and there is only limited on-street parking. As such, use of the site for private events to which all residents are not invited is normally limited to daylight hours and activities which will not disturb neighbouring households. Consequently, booking applications for private events involving amplified music, PA systems, the sale of alcohol, gambling and/or outside of daylight hours are unlikely to be accepted.

Conditions for using the Village Hall Site for Private Events

Applications for bookings are made through the Village Hall Site booking administrator (John Somerville, jesomerville@hotmail.co.uk).

The Hirer must be a resident of Sudbrook or West Willoughby, aged 21 years or older and is to be present throughout the event.

The Hirer is responsible for supervising the behaviour of all participants, their safety, preventing damage, keeping noise to a minimum, clearing the site of waste, and ensuring that the site is vacated by the specified time.

The Hirer is also responsible for applying for any licences that may be required for an accepted event. Licences may be required for activities such as the playing of live or recorded music, gambling, the sale of alcohol and/or the provision of hot food/drink after 11pm.

Dogs are permitted on the site but must be kept under control at all times. Any dog-waste must be cleared immediately and disposed of off-site. No other animals are permitted on the site without prior approval from the Village Hall Site booking administrator.

Explosive devices, flammable liquids, open fires, barbeques and bouncy castles are not permitted.

Nothing is to be attached to the wooden panel fences bordering the site, or their supports. This restriction includes decorations (eg. bunting).

A refundable bond of £100 to cover potential damage and/or non-adherence to these conditions will be due payment once an application for booking has been accepted.

Hiring the Village Hall Marquee

Overview

A marquee is available for hire both on and off site. The marquee measures 10 metres x 5 metres. Erecting and dismantling the marquee requires a team of about 6 people and the use of a tall stepladder. Each process takes in the order of 2 hours to complete and should ideally be conducted on a dry and calm day.

Conditions for Hiring the Marquee

Applications for booking the marquee are made through the Village Hall Site booking administrator. Upon acceptance, a fee of £50 will be charged to cover for wear and tear of the marquee, and to provide the SWWVH Charity's fund with a modest revenue. A refundable bond of £100 to cover potential damage will also be charged.

First-time hirers of the marquee will need to be instructed/supervised by a VH Committee member during the erection and dismantling of the marquee.

No open flames or flammable liquids are permitted inside the marquee.

The Hirer will be responsible for:

Arranging for a team of people to erect and dismantle the marquee and for providing a tall stepladder.

Arranging a mutually convenient time for a committee member to instruct/supervise the erection/dismantling of the marquee at least for the first time of use.

Ensuring that the marquee is not damaged through misuse.

Should the Hirer cancel the booking of the marquee, the following rules for a refund of the booking charge will normally apply:

1. A full refund if cancelled 4 weeks or more before a booking.
2. A 50% refund if the cancellation is between 4 and 1 weeks before a booking.
3. No refund if the cancellation is 1 week or less before a booking.

Notwithstanding the above, a full refund will be made if the marquee becomes unavailable after the booking is accepted (eg. theft or prior damage) or if there are any other extenuating circumstances that preclude its use (eg. extreme weather or public health advice). The Village Hall Site booking administrator will inform the Hirer as soon as possible if the marquee becomes unavailable or if there is any likelihood of it becoming so.

SWWVH Site and/or Marquee Booking Application Form

Applicant's Details

Full name: _____

Address: _____

Is applicant aged 21 or over? (Y/N) _____

Phone No: _____

Email: _____

Details of Proposed Use of the VH Site (with or without the marquee on site):

Marquee required on site. (Y/N): _____

Date of proposed use: _____

Times of proposed use of site (if applicable): Start: _____ End: _____

What would the site be used for? _____

What would be the likely maximum number of people attending? _____

Does the proposed use of the site include any of the following?

Amplified music: (Y/N)

PA system: (Y/N)

Sale of alcohol: (Y/N)

Gambling: (Y/N)

Details of Proposed Use of the Marquee (off-site only):

Date of proposed use: _____

Intended location of use: _____

(Dates/Times for assembling/dismantling marquee to be coordinated with VH Booking Admin)

Signature of applicant:

Date: _____

Application approved? (Y/N) _____

Reason for non-approval (if applicable): _____

Signature of Village Hall Site Administrator:

Date: _____

SWWVH Site and/or Marquee Hire Agreement

(To be completed once the application has been approved)

Hirer's Full name: _____

Address: _____

Phone No: _____

Email: _____

I have read, and agree to adhere to, the attached Conditions of Use.

I confirm that I am aged 21 or over.

I will not deviate from the details of use provided on my application form without prior approval from the VH Booking Administrator.

I understand that the Bond will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the site and/or marquee and that the Conditions of Use have been fully adhered to during the period of the hiring.

I agree to obtain any licenses that might be required for the planned use of the SWWVH site.

I agree to pay:

Hire fee for marquee (£50 for on or off-site use): _____

Refundable Bond: £100

Total: £_____

The payment is due at the time of booking, either via BACS or by cheque:

Payee: Sudbrook & West Willoughby Village Hall

Sort code: 30-93-58 (Lloyds Bank)

Account No: 00589668

Hirer Signature: _____

Date: _____