

**Hinxworth and Edworth Village Hall Hire
Full Price List 2008 - 2009**

Hirers please complete and return one copy of this form to the booking clerk, with at least the deposit, and read and sign the hire conditions over. Thank you.

Item	Qty available	Cost per unit	Qty Wanted or no of hours	Date And time	Total to pay
Whole Hall includes <u>ALL</u> equipment local rate	Per hour daily	£11 summer rate £12 winter rate 1/10 - 1/5 £80 up to 12 hours or if hall is wanted overnight <u>(includes an hour before and after for setting up and clearing)</u>			
Whole Hall local business	Per hour	£13 if paid in advance £14 between 1/10 + 1/05			
Whole Hall outside rate includes <u>all</u> equipment	Per hour daily	£15 for the duration of the event <u>(an hour setting up and an hour clearing time included)</u> £120 per 12 hour period (or if hall is wanted overnight			
Whole Hall outside business rate	Per hour	From £18			
Meeting room beside main hall	Per hour	£9 winter £8 summer maximum 10 persons in the room			
Music practice rooms	Per hour as above	Monthly hire available £50 summer £60 winter			
Available for hire	hire	Separately if hall building not	wanted		
Trestle tables	10	£2.50 each			
Small tables	10	£1.50 each			
Microwaves	2	£4 each			
urn	1	£5			
Coffee urn	1	£5			
cutlery		£1 per 10 place settings, knife, fork, spoon, tea spoon			
crockery	white	£1 per 10 items replacement at cost			
Glasses: flute	80	£2.50 per box / crate			
Wine: paris	200	approx 30			
Beer ½ and 1 pt sherry	40 +35 40				
50 metre	2	£5 each			

extension cable					
Tea pots	3 large	£1 each			
kettles	2	£1 each			
Large glass jugs	5	50p each			
Heated tray	1	£4			
Heated tray with dishes	1	£5			
Blue chairs	100	£1 each			
Large china platters		50p each			
gazebos	2 9x3 m	£25			
small cloths	10	£3 the lot			
Trays		50p each			
Total hire charge					
Please pay deposit £100 to confirm booking Payable on booking as a separate cheque which will be returned within 7 days* <u>*Please pay full hire charge at least a week BEFORE event</u> Booking clerk Sylvia Scales 12 Francis Road Hinxworth Baldock 01462 742505 Cheques to be made payable to: Hinxworth and Edworth Village Hall Management Committee (or H+EVHMC)					

Conditions of booking

Booking deposit is refundable after the hire period and return of any borrowed items
But not refundable if event cancelled within 72 hours or clerk not being informed.

Hirers' responsibilities: PLEASE READ THESE = VERY IMPORTANT

- 1 Please ensure guests use the car park
- 2 Please consider the neighbours and reduce noise after 11pm: music is to be off by 11:30 and guests off the premises by 12 pm unless agreed before hand.
- 3 Return the hall to a clean state. Wipe down tables and surfaces. Sweep floor. Advise booking clerk of breakages or lack in facilities!
- 4 Local event holders please wash all tea towels and cloths and return asap
- 5 Return chairs and tables to places
- 6 Flush toilets
- 7 Turn off toilet lights AND all radiators.
- 8 Lock the door and return keys to booking clerk 12 Francis Road
- 9 Hirers please note that any valuable or items of equipment left or stored on the premises remain so entirely at the owners' risk. The VHMC do not accept any liability or responsibility for such items and any claims for loss, damage or theft will be totally repudiated.
- 10 Please return keys immediately after clearing up hall.
- 11 For young people's parties it is a condition of hiring that the adults responsible for hiring the hall are on the premises throughout the event.
- 12 Please note: deposit will be retained in the event of conditions not being observed.

I confirm that I have read and agree to these terms,

signed.....

Date.....