

Email: emerydown.hall@googlemail.com

Phone: 07896134994

Emery Down & Bank Village Hall www.emerydownhall.org.uk

Hall booking contact:

07896134994 messages are picked up daily

Email emerydown.hall@googlemail.com

HALL HIRE CHARGES

	2016
Minimum charge:	£22.50
After 3 hours:	£7.50
Per day (8AM – 11:30 PM):	£100
Marquee pitch (hirer to provide the marquee)	£20 + hire of hall

To be paid in advance.

Please check availability before returning the booking form.

CONDITIONS OF HIRE

Emery Down is a quiet village – please use the hall with consideration for our neighbours. **Under no circumstances is the hall to be used between 11:30PM & 8AM.**

Please report any breakages to the booking manager – a charge may be made for replacement. Cleaning equipment is provided. **Please clear up any spillages as soon as they occur – wet floors are a hazard.** Please remove rubbish from the hall in the black sacks provided. There is a rubbish bin near the side door.

A FIRST AID KIT IS LOCATED IN THE CUPBOARD TO THE LEFT OF THE DOOR TO THE LADIES TOILET

FIRE REGULATIONS

DO NOT OBSTRUCT ANY DOORWAYS

THE USE OF NAKED FLAMES WITHIN THE BUILDING IS FORBIDDEN

ENSURE THAT YOU ARE FAMILIAR WITH THE FIRE SAFETY PROCEDURE ATTACHED

DUE TO THE PROXIMITY OF THATCHED COTTAGES AND PONIES, NO FIREWORKS OR CHINESE FIRE LANTERNS ARE PERMITTED WITHIN THE GROUNDS

LICENCE

The hall has a Premises License which enables activities to take place daily between 08:00 and 23:30 hours. It has **NO LICENCE FOR THE SALE OF ALCOHOL** and hirers should seek guidance from NFDC Licensing Office on 023 8028 5505 in this respect.

Cancellations

In the event of cancellation 50% of the hire charge will be retained for cancellations within 2 weeks of the event.

Key collection and return

We operate a key safe system at the hall. Details of how it works and the current code will be given to you closer to your hire date.

The Trustees reserve the right to refuse a booking

Booking Form Emery Down & Bank Village Hall

Date of hire:.....

Name of hirer:.....

Time of hire: from..... to:.....

Organisation (if applicable):.....

Contact number:.....

Contact address:.....

.....

email address:.....

Purpose of hire:.....

Number of people:.....

I enclose the full payment of £.....

(cheques payable to “Emery Down & Bank Village Hall Trust”)

I have read the conditions of hire.

I have read the fire regulations and understand the procedure in the event of a fire and agree to comply with these in all respects.

I agree to abide by the conditions of hire

Signed.....

Date.....

Please check availability by phone or email before returning this form

Please return this form, together with full payment to:

The Bookings Secretary Horseshoe Cottage, Emery Down, Lyndhurst, SO43 7EB

Please enclose a SAE if you require a receipt