



Shadoxhurst Parish Council

Protecting the Woodland Gateway to the Countryside

SHADOXHURST VILLAGE HALL AND SHADOXHURST PAVILION

Hornash Lane, Shadoxhurst, Kent, TN26

TO BOOK please visit www.shadoxhurst.info

HOURLY RATES (minimum of 3 hours)

SHADOXHURST VILLAGE HALL

£9 p/h (daytime)

£12 p/h (evening from 6pm)

Private Classes £10 p/h

THE NUMBER OF PEOPLE ON THE PREMISES SHALL NOT EXCEED 100

SHADOXHURST PAVILION

£7 p/h (daytime)

£9 p/h (evening from 6pm)

Private Classes £8 p/h

THE NUMBER OF PEOPLE ON THE PREMISES SHALL NOT EXCEED 50

WE **DO NOT** HIRE OUT THE HALL OR PAVILION FOR 16th, 18th or 21st BIRTHDAY PARTIES.

DEPOSIT TO COVER ANY DAMAGE OR ADDITIONAL EXPENSES TO THE HALL OR PAVILION.

SHADOXHURST VILLAGE HALL DEPOSIT

DAYTIME £50.00

EVENING £100.00

SHADOXHURST PAVILION DEPOSIT

DAYTIME £25.00

EVENING £50.00

Payments should be made by bank transfer to

Acc. 20450326 Sort Code. 60-83-01

I /We make the application for the Hire of the **Village Hall/Pavilion** on:

in accordance with details given below and agree to abide by the letting rules set out below.

Name and address of Applicant (Must be over 21), who hereby accepts responsibility for being in charge of and on the premises at all times when the public/guests are present and for ensuring that all conditions of the Premises Licence relating to the hire of the hall are met.

Bank Details for Deposit Return

Name:

Account No:

Sort Code:



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Organisation and Office held if applicable

Do you have Public Liability Insurance? YES/NO

Maximum Bouncy Castle Size - 18ft x 12ft x 9ft 3in (L/W/H)

Time booked should allow for setting up and clearing up after the event which will include sweeping and cleaning the floor, wiping down surfaces including tables and chairs (if used).

Is an outside company being hired to provide a disco/children's entertainment or similar? **YES/NO**

If so a copy of their Public Liability Insurance must be submitted to the Clerk.

Copy attached

YES/NO

Will private catering equipment be used?

YES/NO

Will live, or recorded music be played?

YES/NO

If recorded, please provide a copy of your music licence.

(Not payable for private family events - wedding receptions, birthday parties or similar events)

A copy must be lodged with Parish Council 1 week prior to date of hire.

CHARGES

The charges made cover the use of the Hall and Kitchen with heating to main hall, lighting and constant hot water to hand basins in cloakrooms. Free hot water by heater to sinks and hand basin in kitchen when switched on using switch under sink by hirer.

PLEASE NOTE, TO USE THE COOKER AT THE HALL, YOU WILL NEED TO ENSURE THAT YOU HAVE ENOUGH £1 or £2 COINS FOR THE SLOT METER. YOUNG CHILDREN ARE NOT ALLOWED IN THE KITCHEN AT ANY TIME.

The following deductions will be made from the deposit for: -

Extra cleaning	£12.00 p/h
Lights/water left on	£2.00 p/h
Heaters adjusted/turned down/off	£25.00
Rubbish not removed from either building, car park or the field	£5.00 per bag
Cigarettes left on the ground	£5.00
Damage/breakages will be charged at repair/replacement cost	
Damage due to the use of pins, tacks, blue or white tac or Sellotape	Cost of cleaning/repair

THE HEATING SYSTEM IS SET BEFORE EACH BOOKING. PLEASE DO NOT TRY AND ADJUST THE INDIVIDUAL HEATERS. BY DOING SO THIS WILL AFFECT YOUR DEPOSIT RETURN.

OPENING AND CLOSING OF THE HALL & PAVILION

The Caretaker will meet you at the start of your booking and will open up for you. The Caretaker will return at the end of the booking to lock up. Please make sure you are ready to vacate the hall at this time. There will be a £5 charge for every extra 15 minutes after the end time and this will be deducted from your deposit.

I have read and agree to abide by the "Letting Rules" below have kept a copy for my reference. **The booking will not be accepted if the above form is not completed in full.**