

BEEDING & BRAMBER VILLAGE HALL

Registered Charity 305435

Hall Address :
High Street
Upper Beeding
West Sussex
BN44 3WN
Tel: 01903 814856

Booking Secretary :
Mrs Julie Bakter
5 Pound Lane
Upper Beeding
BN44 3JF
Tel: 01903 816790

Dear Hirer

The Committee of Beeding and Bramber Village Hall would like to welcome you to our hall. It is maintained as a Charity and managed and cared for by a loyal team of volunteers. We hope you enjoy using the Hall, of which we are justifiably proud.

Attached are the Hire Agreement for completion by the person in charge of the booking, a copy of the Conditions of Hire which include the Fire Precautions and Fire Drill. Also included is the invoice detailing the hire charges and a returnable deposit. **Payment of the deposit secures the date for your event.**

FOR THE BOOKING TO BE CONFIRMED YOU SHOULD RETURN TO THE BOOKING SECRETARY :

- 1. The deposit with the Hire Agreement completed as soon as possible but at least , for weddings, 3 months before the event and one month for other events. Cheques should be payable to Beeding & Bramber Village Hall.**
- 2. The copy invoice with the total amount due for the rental of the hall. This must be paid in full one month in advance.**

The details in the hire Agreement need to be approved by the Management Committee of the hall. The agreement is then put in the bookings diary so that the deposit can be returned after the event.

PLEASE BE AWARE:

- That someone must be at the hall to receive the key at your stated start time.
- The Caretaker will lock the premises 15 minutes after your stated end time. If anyone is still on the premises so that this cannot be carried out, a charge at double rates will be deducted from your deposit.
- **Our licence only permits the hall's occupation until 12 midnight Monday to Saturday.** If the hall is not vacated by 12 midnight the full deposit will be retained.
- Permitted hours on a Sunday are 11am to 6pm.
- Time must be set aside to clean the hall and return everything to its original position and condition before your stated end time, or
- You must have pre-arranged to carry out the cleaning the following day, which will incur additional charges.
- The person in charge of the booking must make themselves aware of the Fire Drill and Safety Precautions.
- The hall and its porch are designated NO SMOKING areas, this includes e-cigs and vapourisers.

If there are any comments that you would like to make about the hall or if you experience any problems regarding the use of the hall, we would like to hear them. Any comments should be put in writing to the address above.

Yours sincerely,

Brenda Carrick

Miss Brenda Carrick
Hon. Secretary
On behalf of the Council of Management