

### **Information for Hiring Applications**

Thank you for your enquiry regarding booking High Kelling Village Hall for your club, society, activity or event. The Hall Management Committee and villagers are proud of the facilities provided by the Hall and hope you find it suitable for your needs.

The Hall address is:

**High Kelling Village Hall, 15 Avenue Road, High Kelling, Holt NR25 6RD**

The Hall Management Committee requires a Hiring Agreement to be signed by anyone booking the Village Hall. To enable us to prepare such an agreement, please complete the enclosed application form and return it to the Bookings Secretary:

**Silvia Carter - Lyemoon, Vale Road, High Kelling, Holt, NR25 6RA**

**Tel: 01263 711745 - Email: [hkvhbookings@gmail.com](mailto:hkvhbookings@gmail.com)**

Confirmation of booking will be given as soon as possible and a Hiring Agreement will be raised. You will also be provided with a copy of the Fire Risk Assessment and Hall Security Information.

If the application contains any unusual requests, then a decision may be required from the Hall Management Committee at their next meeting. In this case, the applicant will be advised of the timescale involved.

As you will see as you read through our session times and charges, we do try our best to support hirers of the Hall by giving some 'free of charge' time to help when setting up and packing away and for holding committee meetings. In this way we hope that clubs, groups and events will be able to flourish at the Hall and that those with responsibility for organising their groups, doing all the preparation etc. will not feel so 'hassled' and therefore be able to enjoy the booked activity.

#### **SESSION TIMES:**

Our standard session times at the Hall are:	Morning	09:00 – 12:00
	Afternoon	14:00 – 17:00
	Evening	19:00 – 22:00

Whilst these are the standard session times, it is often possible to book different time slots.

If you are booking the Whole Hall, Main Hall, Constance Gray Room or Committee Room, then **30 minutes is allowed in addition, free of charge, before any session for 'setting up'**. Note that, should you require more than 30 minutes to set up, then this must be confirmed in the booking and an additional fee will be payable.

After a morning or afternoon session an additional 30 minutes is allowed, free of charge, for 'clearing up'. Please be aware that in the evenings the Hall must be cleared by 22:30. If you are planning a one-off event that would make clearing up by 22:30 a problem, please contact the bookings Secretary directly to discuss alternative provision.

Bookings that overlap different session times will be charged accordingly.

## BOOKING CHARGES & FACILITIES:

The Hall comprises 3 activity rooms and a Kitchen, which can be hired individually or in a combination that suits your activity up to the use of the whole space. The small Committee Room is appropriate for smaller groups to use and is also available free of charge to regular weekly or monthly users who then require an occasional\* space for a Committee Meeting or AGM.

\* **Occasional is no more than twice per annum**

Unless you book the Whole Hall, please be aware that there may be groups using other rooms. The Main Hall and the Constance Grey Rooms are separated by dividing, sliding doors and thickly padded curtains. These are open when you hire the Whole Hall space. There may be some noise transmitted between rooms but all groups are asked to be respectful of the needs of others. If amplified music or speech is intended then users must book the Whole Hall.

Residential/charity discount rates are applied for lettings which are:

- For organisations with a membership of at least 50% High Kelling residents
- Fund raising events where all profits are for charity
- Personal, non-commercial, events for High Kelling residents

These discount rates are shown in brackets.

## CHARGES FROM 1<sup>ST</sup> SEPTEMBER 2023

ROOM	BOOKING TIME	OCCASIONAL BOOKINGS	MONTHLY Minimum 9/12 months per year	WEEKLY Min. 6 weeks continuous or min. 26 weeks per year	FACILITIES AVAILABLE
Main Hall 24' x 36'	Standard rate – 3 hr session	£33.60	£25.20	£20.40	8 large tables 60 chairs Shared use of kitchen & toilets*
	Discounted rate	(£23.52)	(£17.64)	(£14.28)	
	Standard rate per hour	£11.20	£8.40	£6.80	
	Discounted rate	(£7.84)	(£5.88)	(£4.76)	
Constance Gray Room 24' x 18'	Standard rate – 3 hr session	£23.00	£17.50	£14.00	5 large tables 30 chairs Shared use of kitchen & toilets*
	Discounted rate	(£16.10)	(£12.25)	(£9.80)	
	Standard rate per hour	£7.67	£5.83	£4.67	
	Discounted rate	(£5.37)	(£4.08)	(£3.27)	
Committee Room 12' x 14'	Standard rate – 3 hr session	£15.00	£11.25	£9.00	1 large table 10 chairs (room capacity) Shared use of kitchen & toilets
	Discounted rate	(£10.50)	(£7.88)	(£6.30)	
	Standard rate per hour	£5.00	£3.75	£3.00	
	Discounted rate	(£3.50)	(£2.63)	(£2.10)	
Whole Hall	Standard rate – 3 hr session	£54.00	£40.25	£31.05	Exclusive use of all tables, chairs, kitchen & toilets
	Discounted rate	(£37.80)	(£28.18)	(£21.74)	
	Standard rate per hour	£18.00	£13.42	£10.35	
	Discounted rate	(£12.60)	(£9.39)	(£7.25)	

\*More tables and chairs may be available if other rooms are not in use during your booked sessions. ***(In the Constance Gray Room cupboard or the cupboard in the foyer)***

If you would like to book for more than 80 people then the impact of such an event upon the locality would have to be considered by the Hall Management Committee prior to acceptance of the booking.

For all practical purposes, the use of the Hall is limited by the facilities as follows;

- 100 chairs (stored in rooms & storage cupboard by main entrance)
- 13 large tables 76cm x 182cm & 10 small tables 76cm x 91cm (stored in Constance Gray Room cupboard)
- Dinner service and tea service for 80 people
- Car parking for 26 vehicles

#### **KITCHEN:**

In Autumn 2016 our Kitchen was fully refurbished and fitted with catering grade facilities that might suit your needs if preparation and cooking for an event, function or if your club provides meals.

#### **KITCHEN CHARGE:**

£30.00 for a 3 hour session (or £21.00 for residential/charity discount rate)

£10.00 per hour (or £7.00 for residential/charity discount rate)

Please be aware that there is no 'free of charge' setting up or packing away time given for Kitchen bookings. Bookings times must cover all the time the person catering requires to do their job and to leave the Kitchen properly clean and tidy again.

*For more information, please contact the Bookings Secretary directly.*

#### **SALE OF ALCOHOL & PLAYING OF MUSIC:**

The Hall has a Premises Licence, which enables hirers to sell alcohol at events. The sale of alcohol is controlled by the Licensing Act 2003, as amended by the Mandatory Licensing Conditions Order 2014. The Act applies strict conditions to the sale of alcohol. The Hall also has a Performing Rights Society (PRS) Licence, which permits the playing of copyright music.

Hirers wishing to take advantage of these Licences must obtain the written agreement of the Hall's Booking Secretary at the time of booking. A £5 charge is made regarding the sale of alcohol and a £10 charge for the use of the PRS license to help defray the annual costs of these licences. There is no charge for hirers with 50% or more High Kelling villagers in attendance, nor for registered charities or villager's wakes.

Hirers must familiarise themselves with the conditions of the Licensing Act and ensure the obligations are complied with. An outline is available on request from the Hall Secretary. The conditions cover events when an attendee receives a drink as part of an entrance charge.

The Hall Management Committee reserves the right to cancel the booking or put an immediate stop to any hiring which in its opinion is, or is likely to, cause a nuisance, disturbance, failure to comply with a statutory requirement, or cause damage to the Hall's fixtures and fittings. The hirer must ensure any music being played is confined to the inside of the Hall and kept at reasonable levels having regard to the welfare of local residents.

## **INVOICING & PAYMENT**

For regular hall users, we raise invoices for sessions booked each month at the end of that month. These invoices become due for payment on receipt of the invoice by the user.

We encourage clubs to make payment directly to our bank account with Barclays, payable to **High Kelling Hall Fund**, sort code **20-30-81** and account number **00348112**. We accept that some clubs do not hold bank accounts or may not have online facilities, so we do accept cheques (payable to **High Kelling Hall Fund**) or cash, which should be placed in a sealed envelope and deposited in the post box inside the entrance hall please.

## **AUDIO VISUAL SYSTEM & HEARING LOOP:**

The Hall is not suitable for events that require use of powerful amplifiers or large bands. Any portable electrical equipment brought into the hall by the hirer must have passed a Portable Appliance Test within the preceding 12 months.

The Audio Visual System consists of three separate but linked systems: the Microphone System, the Background Music System and the Projection System. They are all linked to a Loop System, which assists wearers of compatible hearing aids.

Full details on how to use the Audio Visual System are included as a separate document for your information. If you have any problems or queries concerning using the Audio Visual System please contact John Mangan on 07757 690018.

## **NO SMOKING:**

The hirer must ensure that there is no smoking, either within the Hall or its car parks and grounds.

## **CAR PARKING:**

There is space for 7 vehicles at the front of the Hall and 19 vehicles to the rear. It is important that users park tidily within the curtilage of the Village Hall. Avenue Road is a narrow, private road and residents will be upset if users park in the road, causing obstruction or damage to their verges.

The drive on the right-hand side of the Hall provides access to the rear car park and must be kept clear at all times.

After dark, the rear car park is illuminated by automatic sensor controlled floodlights.

## **SECURITY:**

Please note that all groups are responsible for locking up the Village Hall after their session and for checking **ALL LIGHTS, TAPS, DOORS AND WINDOWS**. If individuals or other groups are present in the Hall, it is sensible to make them aware that you are leaving first so that they take on the 'locking up' responsibility.

The Hall has a security code for the key box on the main front door, which will be given to you before your first hire date. The same key code may be used to access the building at the rear, directly into the Constance Gray Room or Committee Room. Having three entry points makes it easier for groups to access the area they have booked, with fewer disturbances to other users.

Please ensure that you keep the security code information safe – our insurance requires there to be only 3 persons as named key-code holders for each group hiring the Hall. A further requirement is that we regularly change the key-code and we tend to do this every three months.

By agreeing to our terms of hire, the Hirer must ensure that the key-code is not given to any members other than the nominated key-code holders and must also notify the Bookings Secretary of any changes to nominated key-code holders.

**OTHER INFORMATION:**

There is a telephone in the Main Hall that can be used in emergencies as we appreciate that certain mobile networks do not work in High Kelling. The telephone number is 01263 710612

If you notice any defects whilst using the Village Hall, for example a blown light bulb, then please make a note in the book for faults and defects that is kept in the Kitchen. This is checked each week and we endeavour to remedy any problems as quickly as possible.

**This information forms part of the Standard Terms and Conditions of Hire. Should you have any queries regarding your application, please do not hesitate to contact the Bookings Secretary.**