

Felton Village Hall Booking Request Form for One-off Hirers

Thank you for choosing Felton Village Hall for your event. We do hope that you enjoy using the Hall.

You can find out whether the date you would like to book is available by consulting the Hallmaster site: <https://v2.hallmaster.co.uk/Diary/MainPanel/9915>
or our website: <https://www.feltonvillagehall.co.uk>

Check our Standard Conditions of Hire to ensure that your event will comply with these. You can find this document, together with any others you want to refer to on our website.

You can log into the Hallmaster site and claim the date. It will show as a provisional booking, and you'll receive an email confirming this. You can give us some information about your booking, but we need more details before we can confirm it, so you will still need to complete this form.

Once this form is completed, send it to Paul Nailer: feltonvillagehall@btinternet.com
or at Stobo Cottage, West Thirston, Northumberland NE65 9EG.

Paul will check that we can meet your requirements, and, if we can, send you a Hiring Agreement to confirm your booking and show you how much you need to pay and when.

If you have not used the Hall recently, or at all, we would recommend that we arrange a preliminary visit for you especially if you are using more than just tables and chairs and providing basic refreshments.

1. Hirer

Your Name	
Address, including Post Code	
Email	
Telephone(s)	
Are you making this request for yourself or on behalf of an organisation?	
If for an organisation, what is its name?	
What type of an organisation is it?	

2. Date(s) and Times required

(The Hall may be booked up to 12 months in advance)

No bookings can extend beyond 11pm without the Trustees' written permission.

Day(s) / Month / Year	
Start time and finish time of activity	
Time needed to set up	
Time needed to clear away	

3. Space(s) needed

Please tick all the spaces you need.
(The servery is always available when using the Main Hall).

Main Hall		Stage	
Coquet Room		Kitchen	

4. Nature of the Event

Please tick to indicate the nature of your event. You can see what our charges are.

Type of Event	Cost	Tick
National and County Council Elections	£300 for the day	
Other Events	per hour per room	
Fundraising for a Registered Charity where all proceeds go to the charity and no one is paid for organising or assisting at the event	£5	
Training or other activity promoted by the Trustees	£0	
Commercial activity	£35	
All other activities	£20	
Event which needs an alcohol licence	£15	
Returnable deposit (for any damage caused)	£50	
If you are not sure which category you event comes into, please describe it here:		

5. Payment

Payment has to be received in full before the event. The Hiring Agreement sets out arrangements in full.

6. Numbers attending

Use the table below to show the maximum number attending. This number must include any caterers and entertainers. Please note that the total for the whole Hall must not exceed 150 at any time. If you want 150 people to attend they must be standing. No chairs or tables can be put out. If you have booked both rooms, you can only have the maximum number for each of those if everyone is seated at tables.

(This figures in grey show you the maximum number allowed)

Main Hall		Coquet Room	
+ stage extension, seated, theatre style	120		
- stage extension, seated, theatre style	140	seated, theatre style	60
seated at tables	100	seated at tables	40
standing	150		

7. Licences

7a. We have a **Premises Licence** authorising regulated entertainment only. Read our licence on our website to check your event will comply. Our licence will cover you to sell alcohol as long as at least one of the Trustees can vouch for you.

Question relating to the Premises Licence	YES	NO
Will alcohol be sold / included in the ticket price at the event?		

7b. We have a licences with both the **Performing Right Society** (PRS) for the performance of copyright music and the **Phonographic Performance Licence** (PPL). These does not cover performances when you are profiting from them. In this case you must arrange your own licensing. You can find out about these licences here: <https://pplprs.co.uk/themusiclicence/>

Question relating to PRS and PPL Licences	YES	NO
Will live music be played or recorded music played?		
Is your booking covered by our licences?		

7c. We have a Motion Picture Licensing Company Licence allowing films to be shown with certain limitations. You may show any legal media intended for personal private use. You must not advertise the showing of the film by its name or charge an admission fee. Find out more here: <https://www.themplc.co.uk/page/mplc-umbrella-licence%C2%AE>

Question relating to MPLC Licence	YES	NO
Will there be an exhibition of a film?		
Is your booking covered by our licence?		

7d. Please note that we do **not** have a TV licence. This means we are **not** licensed for TV, via any service, live streaming or iplayer, and shown on any device. You can check whether what you want to do requires a licence here: <https://www.tvlicensing.co.uk/check-if-you-need-one/business-and-organisations/hospitality-aud11>

Question relating to TV Licence	YES	NO
Will there be anything that requires a TV licence?		
If Yes, we will purchase a licence and charge you £159		

8. Equipment

There is no extra charge for using the equipment listed below, but please indicate whether you plan to use it. You can say whether you would like someone to show you how to set it up. This is a requirement if it is the first time you have used our equipment. Arrangements for a visit, including any tutorials will be made once your booking is confirmed.

Please tick any equipment you wish to use

Equipment	Requested	Tutorial
Stage extension		required
PA system		required
Projector and screen		required
Gas Cooker		required
Dish Washer		Step by step instructions on the wall above the machine
WiFi		No tutorial required, but we will need to send you the password

9. Fabric Tablecloths

Fabric tablecloths are available. They look attractive and help to reduce waste. But we have sometimes had issues with them being left dirty. If you would like to use them, either you must take responsibility for washing and ironing and returning them within 2 days of your booking, or we will do it for you for a nominal charge.

Question relating to fabric table cloths	YES	NO
Will you use the fabric table cloths?		
If Yes: Wash and iron yourself		Or: Leave for us to launder

10. Decorations

Because of the fire risk, we do not allow candles to be burned. Tea lights are fine as long as they are in containers that protect the tables or other surfaces.

Our Hall is not ideal for putting up decorations. The paint on the walls is easily lifted by Blu-Tack. But there are some places where you can attach things. If you want to decorate the Hall, check out your plans on a preliminary visit.

Question relating to decorations	YES	NO
Do you want to decorate the Hall?		

11. Storage of Your Equipment

We regret that we are unable to store equipment for one-off hires.

12. Preliminary Visit

We will make arrangements for a preliminary visit at a time that suits you once your booking is confirmed.

Question relating to Preliminary Visit	YES	NO
Even if you do not tutorials, would you like a preliminary visit?		

Final Matters

The information on this form is accurate and complete	
Signed	
Name	
Date	

If anything on this form is not clear, or you need advice completing it, please contact Paul Nailer, Bookings Officer. Once it is complete, send it to Paul: feltonvillagehall@btinternet.com 01670 787169 or 07710 497088 or at Stobo Cottage, West Thirston, Northumberland NE65 9EG

We collect, use and store your data in accordance with our Data Protection Policy. If you go ahead with the booking, you will be asked to give permission for this on the Hiring Agreement. If your booking cannot go ahead, your personal data will be destroyed.

Do keep a copy of this form for your own records.

Feedback

We are always trying to improve people's experience of using our Hall. If you have any suggestions for how this form could be improved do let us know here: