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# SHORTSTOWN VILLAGE HALL

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Contact Number 07766 346295 - [shortstovnvillagehall@outlook.com](mailto:shortstovnvillagehall@outlook.com) - [www.shortstovnvillagehall.co.uk](http://www.shortstovnvillagehall.co.uk)

## BOOKING INFORMATION

- Shortstown Village Hall is most suited to Daytime / Evening events, Family Parties, Weddings, Christenings, for example, that finish before 11pm (Sun-Thu) / 12am (Fridays & Saturdays), with a maximum of 150 people.
- All Bookings will be charged at the below rates, as shown on the booking form.
- A refundable deposit of £100 is required for all bookings that finish after 6pm and £50 for any booking that finishes prior to 6pm.
- The time booked must include ALL the time needed for both setting up before your party and for clearing away at the end.
- Due to licensing rules, hirers must leave the hall by Midnight on Friday & Saturdays and by 11pm on all other days. Therefore, the hall is only suitable for parties where the majority of guests will have left before 11.30pm on Fridays & Saturdays and before 10.30pm on all other nights, to allow a minimum of 30minutes to clear and clean the hall.
- We ask that all Hirers pay an initial £20 to secure your booking, once the date is confirmed, which is deducted from the remaining balance.  
If for any reason you need to cancel this will not be refunded, if (in extreme circumstances) the Hall has to cancel your booking, you will be refunded in full.
- The remainder of the hall hire & deposit needs to be paid at least one month in advance of your booking  
If your booking is in less than one months' time, we ask that once the date is confirmed, you pay the full amount immediately.
- Small bouncy castles (up to 3M/10ft high) are allowed inside the hall, subject to strict conditions.  
However, bouncy castles are not allowed anywhere outside the hall.
- To protect local residents from excess noise, there is a noise limiter in the hall.  
This is only activated when the noise level is excessive and should not spoil the enjoyment of your party.  
Music must not be played outside the main hall.  
Complaints of excess noise from residents will result in a deduction from your deposit.
- If you wish to SELL alcohol, a special licence must be obtained from Bedford Borough Council.  
You can use a mobile bar company for this if you wish.  
However, you do **NOT** need a licence if you want to provide your own Wine, Beer & Spirits to give free of charge to your guests, or they bring some along for their own consumption only.
- We ask that any balloon displays are free standing and not secured to the walls in any way and please do not use sellotape, command hooks or similar on the walls, although the use of blu tack is acceptable.  
If you choose to use confetti balloons, please ensure the confetti is fully cleared away at the end.
- Brooms, vacuum cleaner, mop and cleaning products are all provided and you will be shown where these are.  
We ask you to provide your own tea towels & bin bags. Have a spare pack of toilet rolls with you, just in case.
- After your party, glass bottles should be put in the glass bank in the car park.  
Plastic bottles, cans and cardboard should be taken home for recycling.
- There is a limited amount of space available for rubbish in the outside bin on the patio, so we allow you to dispose of one full black sack, for each hour you book the hall. Anything over this must be taken with you.
- **Shortstown Village Hall is run by volunteers who give their time freely to provide this community facility, including opening / locking up.**  
**It is important that you arrive and leave at the times arranged and that you contact us as soon as possible, if you need to make any changes, or you are held up on the day for any reason.**

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## Booking Form

A booking is not confirmed until the Booking Officer has received this signed form, confirmed the date and you have paid your initial £20.00

***Please read the conditions of hire attached to this form***

Date Required		Day of week		From		To	
Name of Hirer							
Name of Payer (if different to above)							
Address							
Phone Number(s)							
E-mail Address							
Purpose of Hire					Max number of people		
Bouncy Castle or similar	Yes		<b><i>Bouncy castles not allowed anywhere <u>outside</u> the hall</i></b>				
Use of a DJ	Yes		<b><i>Music must not be played anywhere <u>outside</u> the hall</i></b>				
Bank Details & Payee Name for Return of Deposit							

**Resident Rate (Please provide a copy of a utility bill)**  
All hires include the main hall, meeting room,  
Kitchen, bar area, gated patio area & tables and chairs

8am – 6pm	£20 per hour
6pm – 11pm/Midnight	£22 per hour
Whole day (8am-11pm/12am)	£300

**Non-Resident Rate**  
All hires include the main hall, meeting room,  
Kitchen, bar area, gated patio area & tables and chairs

8am – 6pm	£25 per hour
6pm – 11pm/Midnight	£27 per hour
Whole day (8am-11pm/12am)	£325

<b>COST OF HIRE</b> as agreed with the Booking Officer <b><i>Payment is due 1 month before date of hire, or payable immediately on confirmation, if less than that.</i></b>		<b>Refundable Deposit*</b>	<b>*</b> see below
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### \*Refundable Deposit

In addition to the hall hire cost, hirers are required to provide a refundable deposit of £100 for bookings that finish after 6pm. This is reduced to £50 for bookings finishing before 6pm.

Payment of this deposit is due **at least 1 month before the date of hire.**

This will be refunded in full provided the all the conditions of hall hire have been met, the main points being, that the hall is left ON TIME, in a clean and tidy state, and that no nuisance has been caused to nearby village residents.

Please make sure that all equipment brought into the hall is removed before the end of your hire period.

***I have read and agree to abide by the conditions of hire. I am over 21.***      Selling alcohol?    Yes / No

I will not hold Shortstown Community Trust liable for any incidents relating to the use of bouncy castles, or similar, during my hire period.

**All payments should be made via bank transfer, using the below details.**

Account Name : Shortstown Community Trust			
Sort Code : 60-02-13	Account Number : 62202030		
Signed		Date	

Data Protection: Information provided by you on this form will be held by Shortstown Community Trust on paper and electronically. It will not be shared with anyone other than Trustees, Volunteers or Staff.

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## STANDARD CONDITIONS OF HIRE

### 1 Supervision

The Hirer shall, during the period of the hiring, be responsible for supervising the premises and its contents: this will include keeping the premises and its contents safe from damage by any person using the premises, whatever their capacity. Children should be supervised at all times. Children must not be allowed to poke anything into the electrical sockets. Please make sure all sockets are covered if you are concerned about this. Children should not be permitted to enter the bar area or kitchen.

### 2 Use of Premises

The Hirer must not use the premises for any purpose other than that described in the hiring agreement and must not sub-hire or allow the premises to be used in any unlawful way. The Hirer must not do anything or bring onto the premises anything that may render invalid any insurance policies in respect of the Hall. Use of laser beams or artificial smoke will set off the smoke alarm and must not be used inside the building.

Small bouncy castles (up to 3M/10ft high) are allowed inside the hall (but nowhere outside), subject to strict conditions.

### 3 Safety Precautions

SMOKING IS NOT PERMITTED in Shortstown Village Hall. Please use the cigarette bin outside the front door to extinguish any cigarettes before entering the hall.

ALL DOORS, GANGWAYS AND EXITS MUST BE CLEAR OF OBSTRUCTION AT ALL TIMES.

Fire exit doors must not be locked while the hall is in use. Fire precautions must be observed, and the Hirer must find out the location of all Exit Doors. In the event of a fire, the building should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

### 4 Care of premises and property

No alterations or additions may be made to the premises.

No fixtures, placards, decorations (inc balloon displays), sellotape, command hooks or other articles may be attached to the internal or external walls or ceilings, although free standing displays and use of blu tack (if removed afterwards) are acceptable.

The Hirer must pay for any alteration or damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. If opening or closing the curtains, please use the pull cords.

Property belonging to the Village Hall Committee must not be removed from the premises.

### 5 Noise & Music

The Hirer shall make sure that noise is kept to a minimum on arrival and departure, particularly late at night. Please note that the hall licence prohibits the playing of music after 11.30pm on Friday or Saturday, or after 10.45pm any other day. Please respect neighbouring residents by keeping the volume within reasonable limits. The external doors should not be kept open while music is being played, nor should music be played outside. The building is equipped with a Sound Limiting device. Any attempt to tamper with or bypass this device is prohibited. Complaints of noise from residents will result in a deduction from your deposit.

### 6 Consumption of alcohol

The Village Hall Committee does not object to the consumption of alcohol on the premises, but the premises are not licensed for the SALE of alcohol by any person whatsoever. The sale of alcohol includes events where alcohol is included in the ticket price or where no specific price is quoted per drink but donations are requested or accepted in respect of alcohol.

If the Hirer would like alcohol to be sold on the premises, a Temporary Event Notice must be given to the licensing authority. The giving of such a notice in respect of the event without the prior written agreement of the Committee will automatically terminate the Hire Agreement. The initial £20 payment and any other hire charges will be forfeited.

### 7 End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. The keyholder will unlock the hall at the beginning of the hiring and secure the hall at the end of the hiring. The Hirer will make sure that the Hall is not unattended at any time during the hiring nor at the end until the keyholder takes charge.

### 8 Hirer's Equipment

The Village Hall Committee accepts no responsibility for any equipment or other property brought onto or left at the premises. All property must be removed at the end of each hiring, or a fee will be charged. After seven days the committee may, at its discretion, dispose of any such items as it thinks fit, and charge the Hirer any costs incurred.

### 9 Use of the external bin

The bin on the patio has limited capacity, so we allow you to dispose of one full black sack for each hour of your hire.

Any waste over and above this must be taken away by the Hirer. Hazardous waste, including gas canisters, must not be put in any of the bins, but must also be removed from the site by the Hirer. Please do not use the bin near the main doors of the hall.

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## 10 Access by Trustees

The Hirer must allow access to any of the VH Committee at any time and conform to any reasonable instructions they may give.

## 11 Health and Hygiene

The Hirer must, if preparing or serving food, observe all the relevant food, health and hygiene legislation and requirements.

## 12 Animals

No animals, except guide dogs, are allowed on the premises, unless prior agreement has been given by the Village Hall Committee.

## 13 Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Village Hall Committee as soon as possible and complete the relevant section in the committee's Accident Book. Use of any items from the First Aid box (located in the kitchen) should also be reported as well as any failure of equipment belonging to the Village Hall Committee. Certain types of accident or injury must be reported on a special form to the Local Authority. The Booking Officer will help to complete this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## 14 Liability

The trustees will not accept liability for any loss or injury sustained by the Hirer or the guests attending the function for which the premises have been hired, unless and only if it is attributable to the trustees' negligence or that of their representatives. This also applies to the use of any bouncy castle or similar.

## 15 Insurance

The Hirer is recommended to take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire.

## 16 Indemnity

The Hirer shall indemnify Shortstown Community Trust against (a) the cost of repair of any damage done to any part of the premises including the contents and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.

## 17 Gaming, Betting and Lotteries

The Hirer must make sure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## 18 Right of Refusal

The Village Hall Committee reserves the right to refuse a booking.

## 19 Cancellation

An initial payment of £20 is required to secure your booking.

Once the £20 is paid and accepted, the hall will be booked in your name on the agreed date and times.

This £20 will be deducted from your remaining hall hire balance, but will not be refunded if you choose to cancel your booking.

The Committee reserves the right to cancel this hiring, by written notice to the Hirer, in the event of:

- The premises being required for use as a Polling station
- The Village Hall Committee reasonably considering that such hiring may lead to a breach of legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises, as a result of this hiring.
- The premises becomes unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a full refund of any money already paid, but the Village Hall Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## 20 Deposit

The Deposit will not be refunded if there are any breaches of these Standard Conditions of Hire. For example, the Deposit will not be refunded in any of the following circumstances:

- Any loss or damage to the premises, its equipment and/or contents. Any amount in excess of the deposit amount will be charged to the Hirer.
- Any breach of the Licensing Requirements
- Failure to totally vacate the premises ON TIME at the end of the hire period
- Failure to leave the premises in a clean and tidy state
- Use of the premises for any purpose other than that described on the Booking Form or on any Invoice issued
- Playing excessively loud music to the annoyance of the neighbouring residents