

SANDY VILLAGE HALL

Medusa Way
Sandy
Bedfordshire
SG19 1BN

1. Hirers should indicate exact accommodation required. If hiring the Hall then the kitchen and small meeting room is included and can be used, otherwise please specify small and/or large meeting rooms (back bar area), changing rooms.
2. Completed application forms should be returned to the Booking Secretary, at least 28 days before the date of required use. If you do not wish to proceed with the booking then please contact the booking secretary. Your enquiry leads to a provisional booking and it must be cancelled if no longer needed.
3. The hours of hiring **MUST** include time preparing for the event and clearing up afterwards.
4. The hirers shall agree to repay the Committee all expenses which may be incurred by them in repairing, making good or replacing any part of the building or the contents thereof which may be lost, damaged or destroyed on consequence of the hirer's use of the premises.
5. Cancellation of hire must be sent in writing to reach the Booking Secretary not later than 7 days before the date of booking. If written cancellation is not received by the Committee for any reason, the hirer may still be liable for the full cost of the hire.
6. The charges for hire will be those in force on the date of hire. If charges are increased between the date of application and the actual date of hire then a supplementary charge will be made.
7. Hirers will be shown positions of fire exits and extinguishers and must familiarise themselves in case of fire. Need to consider the possible escape routes, location of fire extinguishers, fire alarms and exit doors and to make every effort to call the Fire Service if fire should break out.
8. Applications for discos are **not** automatically granted for commercial purposes. Each application will be judged on its merits. No advertising will be allowed. No person will be admitted without showing a ticket at the door. No sale of tickets is allowed at the door. Private functions do not need to seek permission.
9. A returnable deposit of £120 will be required when booking 13th-17th and 19th-21st birthday parties. A returnable deposit of £150 will be required when booking 18th birthday parties. The deposit shall be returned at the end the event, if an inspection of the premises by the Steward recorded that no damage has occurred or been reported.
10. Hirers for wedding receptions, dinners etc. are advised that all alcoholic drink must be purchased from the Village Hall. The Steward, Mr Roger Gaylor, who can be contacted on 01767 680892, will be pleased to help and give advice, if asked concerning your beverage requirements.
11. Maximum permitted attendance is 130. If this figure is exceeded the Steward has the right to close the bar.
12. For 18th birthday parties the Licensing Laws require that door management must be provided by an accredited company. The Booking Secretary will obtain a quote for this service which will provide two door personnel. The fee for this must be paid 2 weeks before the function. A guest list should be provided to the door management on the night.