

MANCETTER MEMORIAL HALL

Charity Number 522964

Old Farm Road, Mancetter, Atherstone, Warwickshire, CV9 1QN

Tel: 01827 714989

email: mancettermemhall@outlook.com

Website: www.mancettermemorialhall.com

Booking Form

CONTACT NAME	
CHARITY NUMBER (If applicable)	
ADDRESS	
EMAIL ADDRESS	
TELEPHONE NUMBER	

TYPE OF BOOKING (delete as required)	Group	one off	Recurring	Private Party
RECURRING BOOKING (delete as required)	Weekly	Fortnightly	Monthly	Other
RECURRING BOOKINGS ONLY - DAY REQUIRED (if available):				
DATE OF BOOKING				
TIME OF BOOKING	From		Until	
Room	Large Hall and Kitchen:		Meeting room:	
Rates	Standard Rate: £20 per hour Mancetter resident rate: £15 per hour (We may ask for ID) Registered Charity Rate: £15 per hour (Discounted for recurring Bookings)		Standard Rate: £10 per hour	

What will the room be used for:

A 25% non - refundable deposit is required to secure the booking and full payment (including damage bond if required) is due 7 days prior to the date you have booked.

A Damage bond is required of £100 for party bookings over 4 hours, which will be returned once the hall has been checked by the trustees.

We prefer payments directly into the Bank, as it keeps our costs down:

Mancetter Memorial Hall

Sort Code: 40-52-40 Account No: 00036304

Ref No: Date of booking and surname / company name

Or Cash can be paid in the office on a Thursday between 9am until 5pm.

Please see page 2 for Booking terms and Conditions

Room Booking Terms & Conditions

- **All WASTE MUST BE BAGGED AND PLACED IN THE LARGE GREEN BIN TO THE SIDE OF THE BUILDING (Do not use bins by the Nursery).** Please leave the building as you find it. Hirers are welcome to use the kitchen (tea towels are not provided), tables and chairs ensuring furniture is carefully moved and not dragged on our 1950's wooden floor, and ensuring all items and cleanliness of the building is left as found. Whilst we appreciate those holding private parties, weddings etc. like to decorate the hall with posters, banners and balloons etc. in view of the damage it can cause, you are only allowed to use blutac on any of the walls.
- Bouncy castles and disco equipment etc. are allowed inside the hall as long as the person booking the hall lets us know before your booking and you are responsible for making sure it is safe and pat tested
- A £100 damage bond for parties over 4 hours (**must be paid 7 days before.**) will be required and may be withheld if the building is left untidy, or damage is caused. All damages, stains or removal of equipment will be chargeable **must be paid 7 days before.**
- Please note the fire safety procedure and exits, ensuring you keep a register of attendees that is kept by the designated lead person in case of a fire; this person is responsible for safely escorting people out if possible. The fire brigade shall be called to any serious fire and any outbreak however slight must be reported to the Emergency Contacts displayed in the hall as soon as possible. In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits. All means of exits from the premises MUST be kept free from obstruction, making them available for instant free public exit if needed.
- The accident book is with the first aid box in the kitchen.
- Smoking including E cigarettes and Vaping is strictly prohibited in the building including the entrance hall, front porch and toilets. You can bring your own drinks but sale of Alcohol is strictly forbidden unless you have a TEN Licence from the Borough Council and a copy is required before your event.
- Please ensure that the heating is put back down to 16 degrees in the winter months and off in the summer months at the end of your event. Make sure the that the water boiler for drinks is switched off. Portable heating appliances not supplied by the hall are **not permitted**.
- The entertainment licence is until **11pm ONLY**, due to the proximity of the nearby houses; this will coincide with the end of your period of hire. After that, only those clearing up should be in the Hall.
- The playing of very loud music in the hall can be offensive to neighbours if any of the doors are kept open, particularly in hot weather, hirers are therefore asked to turn down the volume if the doors are being kept open during the function. Please ask your guests to leave quietly at the close of your event – car doors banging and loud talk in the car park can be disturbing to local residents.
- If you leave the premises before your scheduled closing time and the Caretaker has not yet arrived, please switch off the lights and take off the latch and close the front door behind you as it is self-locking.

**Thank you for booking with us, by doing so you are helping to keep a volunteer led community building open.
We look forward to seeing you again soon**

