**YOXFORD VILLAGE HALL**

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Description automatically generated

**Booking Form: Groups**

**This Booking Form was last updated March 2024**

**HIRE CHARGES**

**Hall Hire Bookable 6 hour Sessions:**

* Morning session: 6:00 am to 12 noon
* Afternoon session: 12 noon to 6:00 pm
* Evening session: 6:00 pm to 12 midnight
* Hourly rate

**Deposit:** *In addition to the hire charge, all private hall hires are charged a returnable damage/loss deposit of £50. This will be returned once post event checks have been completed and conditions met (see Terms and Conditions Pg 18 for information).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Non Yoxford Residents** | **Village Groups** | **Yoxford Residents** | **Yoxford Residents** |
|  | 6 hr session | 6 hr session | 6 hr session | Hourly rate |
| **Small Hall** | £55 | £16 | £32 | £14 |
| **Large Hall** | £110 | £25 | £63 | £27 |

**Audio/Visual System:** (in addition to a booked session)

* Projector, screen, controls & speakers: £10

**Licensed and Staffed Bar:** (in addition to a booked session)

* Hours: 19:00 to 23:30 with last orders at 23:15
* £400 minimum spend.
* Hirer pays any shortfall between the minimum and actual gross spend.
* Additional drinks choices catered for except for high end brands above £30per bottle

**Chair and Marquee Hire**

|  |  |
| --- | --- |
| **Marquees** (two available):   * £40 per marquee per day * £30 per marquee for 3 days or more | **Chairs**:   * 10 chairs: £5 * 20 chairs: £10 |

**Advertising:**

On Village Hall’s monthly Film and Pub Nights rolling projector presentation:

* 1 x A4 advertisement £50 per year

**Business Use/Partnership:**

Any business operating during an event at Yoxford Village Hall will be asked for a donation of 10% of its profits.

**Tennis and Multi-Games Courts:**

* Pay and Play - £7.50 per hour
* Single Membership - £48 per annum
* Family Membership - £66 per annum

**HOW TO BOOK**

**Halls and Marquees**

1. Contact the Hall Bookings Secretary, Cllr. Hazel Wheeler, by telephone on 07748 784909 or 01728 668002 or by emailing hazel.temperton@talk21.com to check availability and facilities.
2. Agree dates, times and hire charges.
3. Receive a Booking Form and the Terms and Conditions of Hire by email from the Bookings Secretary.
4. Confirm your booking by returning the completed Booking Form to the Parish Clerk: parishclerkyoxford@gmail.com
5. Complete the process by paying for your booking (Hire Charge and Deposit):

Cash and cheques, made payable to Yoxford Village Hall, can be given to the Hall Bookings Secretary or posted in the Post Box on the wall of the Hall near the entrance.

Bank transfers can be made to Yoxford Village Hall, Sort Code: 20-92-08, Account Number: 50037990. Please reference your payment with your surname or organisation name.

1. The Hall Bookings Secretary will arrange to give you access to the hall.

**Tennis Courts**

1. Contact the Tennis Courts Booking Secretary, Cllr. Laura Greenberg, by telephone on 01728 668053 or 07867 52169 or by emailing laurakg59@gmail.com to check availability.
2. Agree dates, times and hire charges.
3. Receive a Membership Form from the Tennis Courts Bookings Secretary by email.
4. Confirm your membership by returning the Membership Form to the Tennis Courts Bookings Secretary.
5. Complete the process by paying for your booking:

Cash and cheques, made payable to Yoxford Sports Group, can be given to the Tennis Courts Bookings Secretary or posted in the Post Box on the wall of the Hall near the entrance.

Bank transfers can be made to Yoxford Sports Group, Sort Code: 20-92-08, Account Number: 90997625. Please reference your payment with your surname.

1. The Tennis Courts Bookings Secretary will provide your with the pass code for the tennis courts’ gate padlock and the Sports Group toilet.

**BOOKING FORM: GROUPS**

|  |  |
| --- | --- |
| **Name of Group** |  |
| **Contact Name**  **&**  **Address** |  |
| **Telephone Number** |  |
| **Email** |  |
| **Purpose of Hire**  (please circle & give details) | **Private Business Charity** |
| **Services required**  (please tick/circle all that apply) | |  |  |  | | --- | --- | --- | | Small Hall  Large Hall  Projector System  Licensed Bar |  | Kitchen  Number of Marquees  Number of Chairs  Tennis Courts | |
| **Date of Event(s)** |  |
| **Time of Event**  (please tick/circle) | Morning session: 6am - 12pm  Afternoon session: 12 - 6pm  Evening session: 6pm to 12 midnight  Hourly rate |
| **Village Hall**  **Payment Details** | Bank transfers can be made to Yoxford Village Hall, Sort Code: 20-92-08, Account Number: 50037990. Please reference your payment with your surname or organisation name.  Post cash and cheques, made payable to Yoxford Village Hall, to the Hall Bookings Secretary or in the Post Box on the wall of the Hall near the entrance.  For any queries regarding bookings, please phone/email Mrs Hazel Wheeler on 01728 668002 and 07748 784909 or hazel.temperton@talk21.com |
| **Cheque/Cash Enclosed** | **£** |
| **£50 Deposit Paid** (office use only) | **£** |
| **I confirm that I have  read and understand the**  **Terms and Conditions of Hire.** | **Signed:** …………………………………  **Date:** …………………………………… |

**Please complete and return to parishclerkyoxford@gmail.com**