

WEDDING PACKAGES

Details, Terms and Conditions and Booking Form

WELCOME

We are delighted that you want to learn more about our wedding packages at Stanton Village Hall. Our venue is a blank canvas allowing you to bring the decoration, catering, bar and entertainment providers you want to make your event special to you.

In this brochure you will learn more about our venue, our packages, what's included and prices.

Should you have any questions then you can email us at bookings@villagehallstanton.com

ABOUT

Stanton Village Hall is a volunteer-run hall situated on the A444 in the village of Stanton - between Swadlincote and Burton-upon-Trent.

We are a traditional hall comprising of the main hall, kitchen area, stage, car park, front lobby, bathrooms and a small garden to the rear. Our décor is relatively neutral comprising cream walls, wooden floor and some brick features.

Since hire is room-only we have no staff to offer and you would need to leave the venue clean and tidy (as found when you arrived).

Dimensions

The main hall floor is 6.35 x 14.5 m. We have additional seating areas beyond this to the left and right of the Hall. The main hall floor is a wooden sprung dance-floor.

Capacity

We can accommodate 150 people although 90 max will feel more comfortable. There are enough seats for 85.

Licensing

We do not have a premises license for entertainment or alcohol to be served. You will need to apply for a Temporary Events Notice from South Derbyshire District Council for licensable activity. This is an online process costing £21 (at the time of writing) and more can be found here: <https://www.southderbyshire.gov.uk/our-services/licensing/alcohol-and-entertainment/temporary-event-notice>. We'd advise you discuss your licensing needs in writing (via email) with the Licensing Department at SDDC where needed.

Opening Hours

All of our wedding packages provide weekend access from Friday 6pm - Sunday 6pm. We'd suggest a midnight end to celebrations given our proximity to residential neighbours, although your Temporary Events

Notice may determine a different closing time.

Car Parking

We have parking for 22 cars. Unfortunately, we do not currently provide exclusive use of the car park as we do have arrangements with neighbours using two car parking spaces.

Tables and Chairs

We have approximately 17x 6ft rectangular tables and several other tables of various sizes that are ideal for serving from/buffets. We have 85 chairs in a fawn colour PVC.

Bathrooms

There are two ladies toilets, one gents and a urinal. There is also a disabled bathroom with baby change.

Garden

We have a small garden to the rear of the hall. It is not well landscaped but you are welcome to make it work for your event (for instance with the addition of an arch, additional seating you provide, or a bouncy castle).



We offer two packages that are suited for weddings as well as further options to allow you to personalise your experience.

As a venue-only experience our prices are considerably cheaper than other venues.

| | WEDDING PACKAGE | WEEKEND PACKAGE | + OPTIONS |
|----------------------|--|--|--|
| Hire Duration | You will have use of the Hall from Friday 6pm until Sunday 6pm. You will need to setup and clean-up within these times. | | Additional time may be available depending on other bookings. |
| Pre-visit | 2 hours included | Viewing/measuring visits can be booked at £12/hr | Additional viewing hours at £12/hr |
| Preparation | Freshly cut lawns Paint touched up Professional clean before hand | To our everyday standard | |
| Cleaning | Leave clean and tidy as you found it | | Cleaning may be available at £15/hr. Bookable at least 30 days in advance and subject to availability. |
| Deposit | A £200 damages deposit will be held and returned after hire in line with T&Cs. | | |
| Hire fee | £950 | £320 | |

HIRE EXPERIENCE

If you are considering using our Hall for your wedding then we would be more than happy to give you a tour. We also have photographs on our website. It is important to note that we are not a shiny new venue, we are a traditional village hall and are mainly self-funded.

If you decide to book with us then you will notice that you have the opportunity for further visits. Hirers often use this time to show family or other providers the space, or to measure and make plans about how drapes or decorations will work. We would love to offer these at no cost but since we need to engage volunteers or paid help to open up (and this time prevents others from hiring the Hall) then these additional visits cost £12 per hour. 1x2 hour or 2x1 hour visits are included in our Wedding Package.

If booking onto our Wedding package, we will engage our cleaning contractor to do a more detailed clean of the Hall before your hire, we will ensure that the grass is freshly mown and the grounds are free from litter. We may also be able to accommodate additional requests such as removing excess chairs or tables into our store room ahead of your hire.

Those on our Weekend package, will find the hall in its everyday condition which is generally clean and tidy - we have not priced our weekend package to accommodate special requests or preparation.

On arrival on the Friday (or as otherwise arranged), you will be greeted by our Hall Warden who will show you how the Hall works, where everything is kept and provide important safety details. You will be given a key to use for the duration of your hire. You'll be left to do any setting up you or your service providers might want to do that evening.

Since the Hall will be your blank canvas you can invite the providers that you want - some bring in drape decorators and prop hire, caterers and licensed mobile bar providers. You will need to provide everything that you require such as glasses, cutlery and plates too. Supermarkets may hire glasses when you buy alcohol from them, bar providers often have their own, or there are low cost versions at the likes of Ikea. Caterers are often able to provide plates and other serve-ware.

You will be able to create the special occasion you want.

We do ask that you respect our building, equipment and neighbours. Because we are in a residential area, we do have noise monitoring equipment which may cut power if the volume is raised much too high. It may be worthwhile ensuring you have friends, family or bridesmaids/groomsmen who can help to monitor any issues (such as someone drinking a little too much) to make sure problems or damage don't arise that you could be liable for. We reserve the right to check everything is ok at any time.

We operate a leave-it-as-you-found it basis and so expect the Hall to be cleaned and tidied at the end of your hire. We may be able to engage our cleaning contractor to help clean the building (subject to prior agreement at time of booking) or you may wish to engage your own (although you are responsible for ensuring they perform).

We will return your damages deposit within 48 hours of the end of your hire period in line with our terms and conditions. Any damage should be reported and we do understand that this can happen.

BOOKING

Before booking

Before booking, we recommend that you check our website calendar to ensure your desired weekend is available and review the Terms and Conditions enclosed. We have regular groups in mid-week so this is a weekend service only.

Making a booking

You can complete the booking form included with this brochure. We would always recommend waiting for our confirmation of your booking before sharing your wedding details with friends and family.

We will request the full amount from you on receipt of your completed booking form but you will have the ability to choose how much you pay as your first payment (min £200). This request will come in the form of an email invoice from bookings@villagehallstanton.com. You can pay

via debit/credit card or PayPal.

We cannot confirm your booking until we receive at least the damages deposit amount (of £200) from you. A second payment with the remaining balance is due 28 days before your hire day.

Unfortunately we cannot hold a booking where the deposit or remaining balance is not paid on time.

Cancellation Terms

Cancellations mean lost income which really matters to our Charity. See our table below for Cancellation sacrifices. Cancellations must be made in writing preferably via email to:

bookings@villagehallstanton.com

| | Hire fee returned to you (Wedding package) | Hire fee returned to you (Weekend package) | Damages Deposit | Options/extras |
|--|---|---|---------------------|---|
| Cancellations more than 45 days in advance | 100% returned if paid already (£950) | 100% returned if paid already (£320) | 50% returned (£100) | Any time used to that date is payable. |
| Cancellations 31-45 days in advance | 100% returned if paid already (£950) | 100% returned if paid already (£320) | 40% returned (£80) | Any time used to that date is payable. |
| Cancellations 15-30 days in advance | 50% (£475) returned | 40% returned (£128) | 50% returned (£100) | Any time used to that date is payable. Any cleaning time pre-booked is payable |
| Cancellations 1-14 days in advance | 25% (£237.50) returned | 25% returned (£80) | 50% returned (£100) | Any time used to that date is payable. Any cleaning time pre-booked is payable |
| No shows/no prior notice of cancellation/ hire payment not paid within 28 days. | 0% returned | 0% returned | 0% returned | Any time used to that date is payable. Any cleaning time pre-booked is payable |

BOOKING FORM

WEDDING HIRE

TERMS AND CONDITIONS

All weekend and wedding package hirers of Stanton Village Hall must read, understand and accept these terms and conditions. They form part of a contract and agreement between the Hirer (the individual or person acting on behalf of an organisation whose name appears on the booking form) and Stanton Village Hall and their Management Committee (charity 520520). These Terms and Conditions of Hire should be read in conjunction with Stanton Village Hall's booking service descriptions, policies and hire information. Your electronic submission or signature on the Booking form are taken as agreement that the Hirer has agreed to these terms and conditions.

1 Booking, Rate and Payments

1.1 Your hire fee, deposit and other charges should be checked when booking. We recommend hirers check these to ensure there are no errors.

1.2 The Hall must be booked for the entire amount of time it will be used, **including setting up and clearing away** (i.e. book from when you will need to enter to set up until when you will lock the door when you leave).

1.3 Both hire fee and damages deposit must be paid before the hire period begins.

1.4 A Damages deposit is taken at time of booking, initially to secure the booking and later as 1.5/1.6/1.11 below. It is returnable following hire and in line with 1.5 and 1.6 below.

1.5 Damage deposits will be forfeited, wholly or partially, in the following circumstances:

1.5.1 If the Hall is not left in a clean, satisfactory condition following the hire (or if our cleaning services have been engaged that the cleaning required exceeds the hours engaged);

1.5.2 If tables, chairs, fittings, fixtures, surrounds, outbuildings, boundaries have been damaged or removed from the Hall during the Hire period.

1.5.3 That a fire extinguisher is improperly used.

1.5.4 That keys or security fobs are lost or not returned.

1.6 The Damages deposit shall normally returned within 48 hours following hire, allowing the Committee or its representatives to ensure that the Hall and its contents are in good order. For payments made online (for instance by bank transfer), refunds will be processed within 48 hours but may take longer to reach your account.

1.7 Keys must be signed for by the hirer and must be handed back on the day the booking event ends, or as otherwise arranged with the Booking Secretary.

1.8 The Hall is not to be sub-let during the booking period without prior permission.

1.9 The Hall should only be used for the purpose described by the hirer in the Booking Form.

1.10 Hirers should be over 18 years of age.

1.11 Cancellation terms as noted in the table on page 6.

2 Facilities

2.1 Hire includes the Hall and grounds, tables and chairs, and kitchen (hot water boiler, kettle). The stage is included in wedding and weekend hire.

2.2 Music must stop at 11.30pm, or as outlined in your Temporary Events Notice.

2.3 No person or animal should be left in the Hall overnight.

2.4 Children are not allowed on the stage.

2.5 Any electrical equipment brought into the premises should be safe to use.

3 Responsibilities of the hirer

3.1 The Hirer must be present during the period of Hire.

3.2 The Hirer is responsible for the supervision and care of the building, grounds and contents, as well as the behaviour and safety of all persons (your guests) using the premises during the hire period.

3.3 All waste beyond one normal-sized black bin bag is to be removed from the Hall by the hirer. Unfortunately, the rising cost of waste contracts have led to Stanton Village Hall being unable to sustain a contract for this.

3.4 The Hirer is responsible for the safe keeping of the keys until they are returned to the Booking Secretary (or their deputy).

3.5 In addition to any points noted in other sections, the Hirer is responsible for ensuring:

3.5.1 That maximum numbers are not exceeded. The Hall accommodates 200, or 150 seated. For comfort you may look to

limit this to more than 85 persons.

3.5.2 That the Hall, toilets, reception area and grounds are left in a clean and tidy state ready for the next hirer. This includes ensuring toilets, sinks, tables and chairs are clean. Tables and chairs should be returned to where they were found. Lights, water boilers and taps should be turned off. No tape or tack to be placed on external doors or walls as our paint is prone to peeling off.

3.5.3 That all doors and windows are closed and secure upon leaving the building and that the alarm is set.

3.5.4 That you and your party respect neighbours with regard to noise and when leaving the Hall, especially late at night.

3.5.5 That fire escapes, routes and doors are not obstructed during the hire period. They have familiarised themselves with any policies or guidance referenced in the Hire Information Pack. In the event that an emergency services vehicle must attend the car park barrier gates must be unlocked by the hirer (with the key on the keyset provided).

3.5.6 That no Fireworks are brought into or lit in the Hall or on the grounds.

3.5.7 That any damage made during the hire period is reported to the Committee, Booking Secretary or their Deputy.

3.5.8 That any loss or damage to the premises, fixtures, fittings or contents are made good or paid for (initially from the damages deposit).

3.5.9 That you and your party are aware of relevant hall policies including fire procedures.

3.6 The Hirer is responsible for paying all hire fees and extras on time and in line with payment and invoice terms. Failure to make payment on time will lead to the booking being cancelled.

3.7 The Hirer is responsible for all licensable activity on the premises and must obtain a Temporary Events Notice where applicable.

4 Alcohol, Smoking, Betting and Entertainment

4.1 It is the Hirers responsibility to ensure that Licensing Conditions required by Law are met.

4.3 Smoking or vaping is not allowed in the building. Smokers are requested to use the ash boxes outside of the Hall.

5 Insurances

5.1 Stanton Village Hall hold Public Liability Insurance. This covers users making use of the premises and equipment owned by the Village Hall when properly used.

5.2 The Hirer must ensure they have insurance to cover equipment that they bring into the Hall that may carry a risk to users during their hire period.

5.3 The Hirer must ensure any third parties (bouncy castle providers, entertainers, caterers) have adequate insurances that cover the risks posed.

6 General Notes

6.1 All bookings are at the discretion of the Committee.

6.2 The Committee reserves the right to cancel a booking in the event that the Committee feel these terms and conditions may be breached by the Hirer, that the premises become unfit for safe use for the purposes required by the Hirer or that the premises are required for emergency use.

6.3 In the case of 6.2, Stanton Village Hall shall not be liable for any indirect loss or damages to the hirer whatsoever.

6.4 The Committee has the right to amend these Terms and Conditions at any time as they find necessary (where possible giving one months' written notice).

6.5 The Committee reserve the right for either themselves or an authorised officer to enter the Hall at any time during the hire period to ensure that the Hall is being used in the manner intended or if they believe that these Terms and Conditions are being breached.

BOOKING FORM

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ABOUT YOU

Hirer name(s):

Hirer address:

Hirer email:

Hirer telephone

YOUR SPECIAL DAY

Wedding weekend:

dates

Hire option
(please tick)

Wedding Hire (£950)

Weekend Hire (£320)

Additional details:

Notes/special requests here

Would you like to add any extras? Also bookable up to 30 days before hire in writing.

Extra viewing hours (+£12/hr)

number

Cleaning support (+£15/hr)

number

Total Cost of Hire

Hire fee

£

Extras

£

Total

£

Damages
Deposit

£ 200

I agree to the Terms and Conditions for Wedding/Weekend hire

Signed and dated

Hirer signature and date here