

Clarborough Village Hall - Lettings Policy

For booking enquiries please contact Tel. 07442 105 268

Address : Main Street Clarborough DN22 9LN – (Opposite Kings Arms public house).

Facilities

- Main hall: maximum capacity 120 to 150 depending upon nature of event.
- Carpeted meeting room maximum capacity 40.
- Chairs and tables seating 120.
- Fully equipped kitchen with serving hatch to main hall. Facilities include range cooker, fridge and catering boilers plus cutlery and crockery for 120.
- Bar / small kitchen area with small fridge and serving hatch to main hall.
- Free 35 space on site car park including disabled parking.
- Wheelchair access.
- Disabled toilet.
- Baby changing facilities.
- Curtained stage area.
- Stage lighting system (conditions apply).
- Basic PA system.

Hire Rates

- Contact Bookings Secretary for current rates.
- Tel 07442 105 268
- email clarboroughvillagehall@gmail.com

House Rules

- A booking form must be signed and fees paid at the time of taking over the hall.
- Terms and conditions of hire as stated on booking form must be strictly adhered to.
- Hire fees do not include a cleaning charge. It is therefore a condition of hiring that the hall is cleaned and left in the condition found **i.e. clean and tidy**. An end of session check list is provided for this purpose. All tasks stated on the check list must be completed before vacating the hall.
- Breakages must be reported to the Bookings Secretary.
- The Hirer shall ensure that a minimum amount of noise is made upon arrival and departure.
- The Hirer shall ensure that no dogs except guide dogs are brought into the building.
- The Hirer shall not make any alterations or additions to the stage, lighting or public address system without permission
- A no smoking policy operates throughout the hall.
- The Hirer shall indemnify the committee for the cost of repair or replacement for damage done to any part of the hall including its contents, furniture, fittings and equipment which may occur during the period of hire or as a result of the hire.

Cancellation

- If the hirer wishes to cancel the booking before the event the Bookings Secretary must be informed as soon as possible.
- The Management Committee reserves the right to cancel any booking by written or

verbal notice to the hirer in the event of circumstances beyond their control, such as: (a) Parliamentary or Local elections as the Hall being required for use as a Polling Station.

Finishing Times

- All events must finish and the hall vacated by 12: 00 midnight.

Holiday Closure

- The hall will be closed for all casual and commercial bookings on bank holiday weekends and for two weeks over the Christmas / New Year period.
- Regular users / Key holders are able to use the hall at their usual times during these periods.

Licensing

- The Hall does not hold a premises licence. If a licensable activity is to take place, it is the responsibility of the hirer to obtain a Temporary Event Notice (TEN) from Bassetlaw District Council. A TEN application form is available on the District Council website.
- Hirers are requested to check with the Bookings Secretary for guidance on this prior to booking.

Licensable Activities Include

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
- The provision of regulated entertainment
- The provision of late night refreshment
- With the exception of the sale of alcohol A TEN may not be not required for other licensable activities provided the performance takes place between the hours of 08:00 and 23:00 on any day.
- Regulated entertainment, subject to conditions and exemptions, includes:
 - A performance of a play
 - An exhibition of a film
 - An indoor sporting event
 - A boxing or wrestling entertainment
 - A performance of live music
 - Any playing of recorded music
 - A performance of dance
- Please refer to the Licensing Act 2003 for full details of the definitions and current exemptions relating to licensable activities.

Typical Users

- Table Tennis – Various Groups.
- Indoor Bowls.
- Kurling.
- Clarborough and District Women’s Institute.
- IT Classes.
- Children’s / Family Parties.
- Wedding Receptions.
- CVV Annual Pantomime.
- Clarborough Show.

- Pilates.
- Circuit Training.
- Senior Keep Fit.
- Ceilidhs & Dancing.
- Art Classes.
- Church Table Top Sale.
- Clarborough and Welham Parish Council.
- Clarborough Scouts, Cubs, Beavers etc.
- Charity Fundraising Events.
- Bassetlaw District Council – Local and National Elections Polling Station.

Post Office

- An outreach Post Office operates from the Halford Room 4 days per week (excluding bank holidays) offering full Post Office facilities.
- Current Opening Hours (Subject to Change) see notice on Halford Room door.
- Monday and Tuesday 9:00 am to 12:30 pm.
- Wednesday 1:30 pm to 5:00 pm.
- Friday 9:00 am to 12:30 pm.

Lettings Policy (Rev.5)