



# Goatacre Village Hall, Goatacre Lane, Goatacre, Calne, Wiltshire, SN11 9JA

Website: [www.goatacrevillagehall.co.uk](http://www.goatacrevillagehall.co.uk) Tel: 01249 760368 Email: [goatacrevillagehall@hotmail.com](mailto:goatacrevillagehall@hotmail.com)

## Booking Form

Name of the person responsible for the function:.....

Postal address.....

.....Postcode.....

Phone: Day..... Mob: ..... Email: .....

Date of event..... Reason for hire.....

Number attending function..... **Please note: For 18<sup>th</sup> and 21<sup>st</sup> birthday parties, limit is 120. For other parties that do not require seats at tables for all attendees, limit is 140. For fully seated meal events, limit is 100.**

Hire hours from (time).....to..... Do you require use of kitchen?  Yes  No

Do you require use of the cooker?  Yes  No Do you require use of crockery/ cutlery?  Yes  No

Do you require use of wine glasses/flutes?  Yes  No If so, which? (Please tick)  Wine  Flutes  Both

Do you require the Sports and Social Club Licensed bar?  Yes  No If yes, from what time?.....

Do you require an extension to normal bar closing time? (11.00pm Mon to Sat, 10.30pm Sun).  Yes  No  
 (Please note, maximum extensions are until 1.30am Monday to Friday, 02.00am on Saturday (Sunday morning). No extension is available on Sunday nights.

If Yes, please state closing time requested.....

**Please note: All extensions are at the discretion of the Club Committee and no extension can be guaranteed.**

**Please note: A deposit of 25% of the total hire charge is required on submission of the completed booking form.**

**The remaining balance AND a refundable damage deposit of £100.00 must be paid prior to the function.**

**ALL CHEQUES SHOULD BE MADE PAYABLE TO GOATACRE VILLAGE HALL**

You are advised that the Licensing Act 1964 ONLY allows alcoholic drinks bought from Goatacre Sports and Social Club bar to be consumed on the premises. No alcoholic drinks may be brought in from outside for consumption in the hall. If you require alcoholic drinks that are not on our standard list (such as Champagne for wedding receptions), please talk to the Lettings Secretary about your requirements and we will do all we can to oblige. Guests invited to attend parties (18<sup>th</sup> and 21<sup>st</sup> Birthdays in particular) should be advised in advance that bringing alcoholic drinks into the hall is not permitted, and anyone doing so is liable to forfeit such drinks, which will be returned when they leave the building.

I ..... (BLOCK LETTERS),  
 the undersigned, have read and agree to abide by the Rules and Regulations issued to me by the committees of GOATACRE VILLAGE HALL and GOATACRE SPORTS AND SOCIAL CLUB

Signed.....Date.....

# Goatacre Village Hall and Goatacre Sports and Social Club

## Rules and Regulations for Hire of the Hall and use of the Licenced Bar.

**Please read these rules carefully and ensure you fully understand them before completing the Booking Form**

During the period of hire, the person whose name is given on the Booking Form as responsible for the function is fully responsible for the behaviour, safety and welfare of all the people invited into the hall. In particular, children and those drinking alcohol must be looked after. The hall must be left at the end of the function in exactly the same state as it was found. Sweeping and cleaning materials are provided in the cupboard in the entrance hall.

1. Goatacre Village Hall (GVH) and Goatacre Sports and Social Club (GSSC) are covered by an Entertainments Licence issued by North Wiltshire District Council.

The hall is available for bookings between the following hours:

	<b>Start</b>	<b>Finish</b>
Monday to Friday (inclusive)	10.00	02.00 Saturday
Saturday	10.00	02.00 Sunday
Sunday	12.00 midday	22.30

2. **FOR EVENING FUNCTIONS, ALL FUNCTIONS MUST END, AND ALL ATTENDEES MUST HAVE VACATED THE PREMISES BY THE FINISH TIMES SHOWN ABOVE. THIS IS A CONDITION OF OUR BAR LICENCE AND MUST NOT BE CONTRAVENED.**
3. Under the terms and conditions of the Goatacre Village Hall bar licence granted by North Wiltshire District Council, all hall hirers must be members. Annual membership (if required) can therefore be included in hall hire charges and entitles the hirer to full use of the hall membership facilities.
4. At the discretion of the Joint Committees, a door steward (appointed by the Joint Committees) will be in attendance at 18<sup>th</sup> and 21<sup>st</sup> Birthday Parties, and possibly other functions. Any expenses incurred as a result of the appointment of the door steward will be at the expense of the Hirer of the Hall.
5. GVH and GSSC accept no responsibility for Lotteries run during events held in the Hall, unless proceeds are intended for either GVH or GSSC funds. In all other cases, the Hirer of the Hall is responsible under the Betting and Gaming Act of 1963 (Section 45 part 1 of Schedule 7), for obtaining registration.
6. If a licensed bar is required, a **FULL** list of **ALL** persons attending the function, (including ALL persons aged under 18, whose names must be clearly identifiable), must be provided to either the (Joint) Lettings Secretary(ies) or the Chairperson of GVH and GSSC so that the list may be put before the joint Committees no later than the regular monthly committee meetings prior to the date of the function. These committee meetings are normally held in the second Thursday of each month.
7. **For 18<sup>th</sup> Birthday Parties only:**
  - (a) The function **MUST** be booked by either the Parent(s) or Legal Guardian(s) of the person whose birthday is to be celebrated.
  - (b) The parent(s) or Legal Guardian(s) **MUST** attend the function, and there must be at least **SIX** responsible adults attending in total.
  - (c) A maximum of 120 people may attend the function.
  - (d) A list of names of all persons invited to attend who are under the age of 18 **MUST** be clearly marked on the Guest List, and a full list of all attendees must be provided to the (Joint) Lettings Secretary(ies) or the Chairperson according to paragraph 6 above.
  - (e) The Mezzanine Floor (pool table floor) and the Members' Lounge are out of bounds to all attendees at 18<sup>th</sup> Birthday Parties

**GVH and GSSC reserve the right to refuse entry to anyone whose name does not appear on the Guest List.**

8. **For 21<sup>st</sup> Birthday Parties only:**
  - (a) A maximum of 120 people may attend the function.
  - (b) A list of names of all persons invited to attend who are under the age of 18 **MUST** be clearly marked on the Guest List, and a full list of all attendees must be provided to the (Joint) Lettings Secretary(ies) or the Chairperson according to paragraph 6 above.
  - (c) The Mezzanine Floor (pool table floor) and the Members' Lounge are out of bounds to all attendees at 18<sup>th</sup> Birthday Parties

**GVH and GSSC reserve the right to refuse entry to anyone whose name does not appear on the Guest List.**

9. **A deposit of 25% of the full hire charge** must be paid when submitting the Booking Form. This deposit will only be refunded if the function is cancelled at least three calendar months prior to the date booked for the function.
10. **The balance of the hire charge, together with a refundable damage deposit of £100.00 must be paid to the (Joint) Lettings Secretary(ies) prior to the start of the function** (normally when collecting the hall keys). See paragraphs 12 & 13 below.
11. The cost of redressing all losses and damages caused to the hall and surrounding premises (including neighbouring properties) as a result of the actions of the Hirer of the Hall or the attendees at the function will be deducted from the returnable damage deposit. This includes any costs incurred by GVH/GSSC for cleaning and clearing up of the premises if the hirer fails to do so. If the cost of any damage and/or cleaning exceeds the £100.00 damage deposit, the Hirer will be responsible for paying the excess.
12. At the end of the function, the premises must be left exactly as they were found, and in clean and tidy condition. Floors must be swept, and, if necessary, washed, all crockery and cutlery (if used) washed up, dried and put away, and all tables and kitchen surfaces (if used) wiped clean. All rubbish must be removed from the premises. Failure to meet these requirements will entail forfeit of all or part of the damage deposit, at the discretion of the GVH and GSSC Committees.
13. Blue/White Tac must be used if attaching pictures, balloons, banners etc. to walls. **UNDER NO CIRCUMSTANCES MAY SELLOTAPE OR SIMILAR STICKY TAPE BE USED.** Repairs to damaged paintwork caused by the use of Sellotape (or similar) will be at the expense of the Hirer.
14. The GVH and GSSC Committees reserve the right to refuse entry to the premises to any individual(s), or ask any individual(s) to leave the premises at any time, should circumstances require such action.
15. The GVH and GSSC Committees accept no responsibility for personal injury incurred on the premises or for loss of any personal items from the premises.

16. **Hire Charges:**

<b>Hall Hire: Sunday 12.00 midday to 19.00 Friday</b>	<b>£8.00 per hour</b>
<b>Friday 19.00 to 02.00 Saturday</b>	<b>£15.00 per hour</b>
<b>Saturday 09.00 to Saturday 19.00</b>	<b>£8.00 per hour</b>
<b>Saturday 19.00 to Sunday 02.00</b>	<b>£15.00 per hour</b>

**Note: No charge is made for function preparation time on the day of hire (e.g. for laying up tables, decorating the hall, food preparation etc.) other than for use of kitchen facilities as below.**

<b>Annual Membership (if required):</b>	<b>£10.00 flat charge</b>
<b>Bar extension:</b>	<b>£20.00 flat charge</b>
	<b>PLUS £10.00 per hour or part hour from 23.00</b>
<b>Corkage (if required):</b>	<b>£10.00 flat charge</b>
<b>Use of kitchen WITHOUT cooking facilities (but including use of urn)</b>	<b>£15.00 per session</b>
<b>Use of kitchen cooker</b>	<b>£10.00 per session</b>
<b>Refundable damage deposit (subject to Paragraphs 10 to 13 inclusive above)</b>	<b>£100.00 per hire</b>
<b>Door Steward: By arrangement with (Joint) Lettings Secretary(ies)</b>	

**PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR INFORMATION**

**PLEASE RETURN YOUR COMPLETED BOOKING FORM AND 25% OF YOUR CALCULATED HIRE CHARGE AS BOOKING DEPOSIT TO:**

**THE (JOINT) LETTINGS SECRETARY  
GOATACRE VILLAGE HALL  
GOATACRE LANE  
GOATACRE, CALNE,  
WILTSHIRE, SN11 9JA**