

## Hire charges for 2009

### Main Hall

Weekdays, per hour	£14
Saturday, per hour	£20
Saturday from 6pm per hour	£25
Sunday, per hour	£17

### Committee Room

Weekdays, per hour	£9
Saturday, per hour	£12
Sunday, per hour	£10

### Lounge

Weekdays, per hour	£5
Saturday, per hour	£7
Sunday, per hour	£5

### All Rooms

Saturday, all day	£440
Sunday, all day	£290

### Children's parties in the Main Hall

Weekdays, per hour	£14
Saturdays, per hour	£20
Sundays, per hour	£15

### Miscellaneous

Use of PA/Disco equipment	£10
Weddings	£250
Performing Rights fee	£5
Storage, with permission, per week	£1
Use of projection equipment	£10

*Commercial bookings by negotiation*

Our excellent premises feature a large hall and two meeting rooms, and also incorporate a fully fitted kitchen and toilets. There is full disabled access and a hearing loop is fitted in the hall.

The hall has WiFi Broadband Internet Access throughout together with projection facilities: please contact the Booking Clerk for details.

A £5 performing rights fee is payable if music is to be played, which is waived for children's parties. You may use the disco and PA system for a fee of £10; the use of the piano is gratis.

Woolmer Green Village Hall has a full Entertainments Licence, but please note that all music must stop by 11.30pm and the premises must be cleared by 12.15am.

Woolmer Green Hall is licensed for the registration of civil weddings and partnerships, and for naming ceremonies, funerals, etc. Please contact the Booking Clerk for information or see our separate leaflet.

Sports changing rooms, with showers and a referee's room are available: please contact the Booking Clerk for details.

Main Hall facilities:

- Seats 180
- 17 round tables
- 2 trestle tables and 4 card tables
- Sprung wooden floor with dais
- Built-in PA and disco system (additional fee)



# WOOLMER GREEN HALL

## HIRE CHARGES AND BOOKING INFORMATION

**Bookings & enquiries:  
08707 776132**

**[bookings@woolmergreenpc.org.uk](mailto:bookings@woolmergreenpc.org.uk)**

**<http://www.woolmergreenpc.org.uk>**

## ***Conditions for Hire of the Hall***

### **1. Hiring fees**

These are due on the date(s) stated on the hire form.

### **2. Deposits**

The £50 deposit cheque confirms your booking and is normally returned on the day of your event; cheques are always cashed for functions booked more than 6 months in advance. For larger events such as weddings or similar functions, a £100 or £250 deposit is required to cover events such as: the hall being vacated after time, removal of rubbish, damage to the building, its contents, or the grounds, etc. Please particularly note that you will definitely lose your deposit if there is a complaint to the Police or Environmental Health because of excessive noise, a disturbance, or similar disruptive activity.

### **3. Capacity of hall**

The hall is licensed for 250 people only; there is sufficient seating for about 180 people. You must not exceed the licensed capacity of the hall.

### **4. Age limits**

No person under 21 is allowed to book the hall. The person or organisation to whom the hall is let shall be responsible for its proper and orderly use. A party causing a disturbance will be closed down and in these circumstances the deposit will be withheld.

### **5. Entertainment Licence**

All music must stop at 11.30pm. All windows and doors must remain closed when music is being played out of consideration for our neighbours. It is the hirer's responsibility to ensure that the person organising any music knows and obeys this rule. Parties which breach these rules are at risk of being stopped without any warning.

### **6. Liquor Licence**

The Licensing conditions are displayed next to the bar. There are two ways in which you can sell alcoholic drinks:

- a By hiring our fully-stocked bar. Please contact David Chell on 01438 353042.
- b You may sell your own drinks if you apply to Welwyn Hatfield Council for a Temporary Event Notice.

Alcohol may only be sold or given to persons carrying an age identification card. Failure to comply with the law could result in prosecution.

### **7. Leavings things at the hall**

No equipment or apparatus may be left in the hall after the hiring period has finished. Storage, where agreed with the Parish Council, is charged at the rate of £1 per week.

### **8. Damage to the building**

Nothing must be fixed to the walls, doors, floors or any other fittings without the express permission of the Parish Council. Chewing gum must not come into contact with the floor. Any decorations used must be fireproofed.

### **9. Leaving the Hall**

The hall and grounds must be totally vacated by 12.15a.m. The hirer is responsible for leaving the hall and grounds in a clean and tidy condition. Chairs and tables should be cleaned and stacked away properly.

Rubbish bags are provided at a cost of £1.80 (trade refuse price charged to us by the Borough Council). It is preferable if you take your rubbish home with you!

### **10. Miscellaneous**

The right to refuse any application received for the hire of the hall, or to refuse admission to an individual, without giving a reason, is reserved to this Council. Please note that the Parish Council has a Child Protection Policy, displayed in the entrance hall.

THE WHOLE BUILDING IS A NON-SMOKING AREA IN ACCORDANCE WITH THE LAW.

**By signing the hire form you agree to all the above conditions.**