

# Down Ampney Village Hall

## General Information for Hirers

### All bookings

Please double check that you have the correct time, date and room detail.

Payment is in advance. If you are booking on behalf of someone else, it is your responsibility to pass on the invoice and ensure it is paid.

Only the rooms can be booked online. Extras need to be arranged separately by email, viz Cleaning, AV equipment, Corkage, Stage, Tablecloths, Chair Covers etc.

This booking reflects our conditions and costs prior to the pandemic. For the time being we continue to require all touched surfaces to be wiped down at the end of your hire, in addition to normal cleaning.

Note that booked hall times include the entire time you require access to the hall including all set-up and tidy-up time, as distinct from published event times where relevant. This is important to ensure we arrive at the correct times to open and close the hall.

Someone will meet you at your booked start time to let you in and show you around, but we don't make further arrangements until you have paid. If you require any more information, don't hesitate to ask. Payment should be at latest by the Friday of the working week prior to the working week of your booking.

Please read our conditions regarding liability and insurance. Certain higher risk activities are specifically excluded, such as anything which involves a bouncy castle or the like. You are therefore entirely liable for any damage, accident or injury arising from such activity and are strongly advised to take out appropriate insurance cover. If you are in any doubt, please ask to inspect the relevant clauses of our insurance.

Following several instances of sticky floors after parties, we have a policy of applying our floor cleaning service at £15 or £25 to such events, although this does not include general clearing up, tidying, removal of decorations, and replacing the chairs and tables in their storage racks. We would thank you for your co-operation in this regard.

Use of the bar has no direct cost to you beyond the need to include hire of the Dakota Room, and our bar-manager/David Job will contact you a couple of weeks beforehand to establish your requirements, including the times during which you will require this service.

If you ask us to run the bar for you, and also want to bring wine to serve on your tables, there will be a corkage charge of £2 per bottle.

Bearing in mind that our terms of hire are that we close the hall by midnight: After a party you should be aiming to finish serving any food and drink at least an hour before the end of your booking to give yourself a reasonable chance to clear and tidy before we are due to close the hall;

Taxis will need to be booked in advance for at least 30-45 minutes before the end of your booking so that guests are not left hanging around outside after the hall is due to be closed;

If you are hiring a band or disco, can you please ensure that they are aware in advance of the need to be packed up and off the premises by midnight;

all to give yourself a reasonable chance to clear and tidy before we are due to close the hall.

If you have booked clean-up time the following morning, you still need to ensure everyone, yourself included, is off the premises by midnight.

#### Wynne Room bookings

If you are booking the Wynne Room for a meeting you need to be aware that the cloakrooms are accessed from the hall front lobby. You can walk through the main hall when it is not in use, but if it is you need to go around the outside and back in through the front door.

It is important when you leave that you check that no-one else is in the hall before setting the alarm at the back door.