

# Twerton Millennium Village Hall

Landseer Road, Twerton, Bath, BA21DX

Telephone 01225 427228

Email [twertonvillagehall@gmail.com](mailto:twertonvillagehall@gmail.com)



The hall is managed by Trustees and volunteers and is a registered charity.

Facilities for hire include Main Hall, Meeting Room, Kitchen. The venue has disabled access and a disabled toilet, outdoor space with large private car park.

## CONTRACT OF HIRE

There are two rooms for hire, the Main Hall and a Meeting Room,

Available from 08.00 - 22.00 7 days a week

The Main hall is 7.32 x 17.4 meters and costs £15 per hour

The Meeting room is 7.84 x 5.1 meters and costs £15 per hour for meetings

The kitchen is available to hire at an additional cost of £5

There may be a charge for special requirements and storage facilities, which will be discussed with the Hirer.

## GUIDELINES FOR USE

Please leave the hall as you found it and review the Terms and Conditions of hire.

You must be mindful about setting up and cleaning up afterwards as this needs to be included within your allocated time slot, if you need extra time then this needs to be booked and cost £3.75 for 15 mins or £7.50 for 30 mins.

The room may be booked before or after you, so you need to arrive and leave the premises within your time slot.

## CANCELLATIONS

A 48 hour notice period is required for all cancellations, failing to do so will incur full cost of the booking.

Regular bookings

- Are required to give 2 week notice period for holiday cancellations.
- Are required to give 4 weeks notice for cancellation of hire.
- TVH will only accept 1 cancellation of a single session per month.
- The Trustees will take into consideration circumstances out of your control.

If the above conditions are not adhered to, TVH reserve the right to ask for payment in full.

Individual booking (3 hours or over)

- Full payment and paperwork are needed to confirm your booking.
- £20 of the booking fee is non-refundable.

All alterations to your regular contract must be rebooked on the system or put in writing via our email [twertonvillagehall@gmail.com](mailto:twertonvillagehall@gmail.com). You are able to check your booking with us on the online calendar.

## INDIVIDUAL BOOKINGS

**For Party's and large gatherings all rubbish needs to be taken away with you after your hire.**

**You must leave the hall / meeting room as you have found it, making sure all chairs and tables are put away, if the kitchen has been used then the facilities are left clean and tidy, any breakages need to be reported and paid for. Children are not allowed access to the kitchen facilities.**

For individual booking enquiries, these will be held provisionally for one week from the initial enquiry (or when added to the online booking system). TVH will only confirm a booking when **full payment and signed paperwork is received**. If this is not received the booking will be deleted.

A member of the volunteer team will open the hall for your booking. They will go through risk assessment and check the facilities and explain the emergency procedures and contact numbers.

### REGULAR BOOKINGS

For your first booking a member of the volunteer team will come and meet you and introduce you to the opening and closing procedures, emergency protocols and contact numbers.

You must ensure the fire doors are unbolted before your session in the case of an emergency, and bolted after use. The hall must be left as you found it eg. equipment returned, lights off, doors locked, shutter down, gates locked and keys in key safe.

You only have access to the building during your hired time slot, if you require access at any other time this must be arranged with the Trustees.

All keys to access the building will be in the key safe. Any changes to the key safe number will be issued via email. The key safe number will be changed when deemed necessary.

For company hire a purchase order is required to confirm booking. Payment will be due within 28 days of invoice, failure to do so will incur a fee.

You must sign this disclaimer as a commitment to the Hall, the Contract of Hire and the Terms and Conditions of Use.

<u>Date</u>
<u>Name</u>
<u>Address</u>
<u>Telephone</u>
<u>Email</u>
<u>Signature</u>

All payments made payable to Twerton Village Hall Ltd and reference your invoice number  
**Bank details:** Account Name : Twerton Village Hall Ltd, Sort code 40 09 19, Account number 21890522

<b>Booking Overview (to check online)</b>				
Date of Hire		Time of Hire		to
Type of Event		How Many People		
Room Request	Main Hall	Meeting Room	Kitchen	
<b>For new regular booking please contact <a href="mailto:twertonvillagehall@gmail.com">twertonvillagehall@gmail.com</a></b>				

#### OFFICE USE ONLY - Document check list

Hirer has confirmed their Staff are DBS checked (if necessary)  Insurance Documents (if necessary)   
 PPL Music licence  Risk Assessment Reviewed  Covid19 Additional Document Signed   
 PAT Testing Certificate  Individual Booking Payment  TENS Licence  / Alcohol On Site   
 Booking has been put on to System  **Trustee (Signature) [ \_\_\_\_\_ ]**