

# Dunston Village Hall Booking Information

Aug 2025

**Definition of Hirer:** The person named and signatory on the Booking Form. If this is more than one person, all named will be classed as the Hirer.

**Dunston Village Hall does not have a telephone. The hirer must have a fully charged mobile phone in their possession throughout the hire period to be able to contact the emergency services if required.**

## Booking Information

Thank you for your provisional booking. To secure the booking, please complete the attached Booking Form and return it signed & dated to the Hall Manager as soon as possible (details at bottom of page)

## Payment and Deposits.

If a deposit is required, an invoice will be issued for the deposit, which should be paid on receipt, and is non-refundable. A further invoice will be issued prior to the event and must be paid by the date shown on the invoice, which will be in advance of the event date. Payment is preferred by bank transfer and all the details will be on the invoice. **Please ensure you put the invoice number as the reference when paying** otherwise we will be unable to tie this to your account. If you are unable to use internet banking, please speak to us.

For some events a Security Deposit may be required to cover any potential damage or loss to the hall. This will be refunded in full if there is no damage or if the event is cancelled. Failure to comply with the Conditions of Hire may result in the forfeiture of this deposit.

## Access

Keys will be made available as agreed at the time of booking. Loss of keys will incur a charge of £20.

## Heating

Heating will be preset for your event time.

If you have specific heating requirements for your event these should be discussed with the Hall Manager when you confirm your booking.

## Tables and Chairs.

Main Hall. 65 stacking chairs mainly with padded seats, 9 small grey folding tables 3ft x3ft 9x large wood laminate folding tables 6ft x 3ft

Lamyman Room 6 small grey folding tables 3 ft x 3ft 2 folding wood tables 6ft x 3ft  
40 stacking chairs with padded seats.

## Catering

Main Hall: Kitchen

Cutlery and crockery for 100 persons is available. A large kettle. A 50l catering urn can be available on request. Microwave oven. Tall larder fridge. Undercounter oven with hotplates. 1 small teapot, 1 large teapot, 2 milk jugs and 2 sugar bowls.

There are some cooking utensils so you may wish to bring additional supplies.

The kettle and catering urn must not be removed from the kitchen and should be emptied after use and put back in their original position in the kitchen.

Lamyman Room : Kitchenette

Cutlery and crockery for 45 persons is available. Teapot, milk jug and sugar bowl.

Microwave Oven. Kettle.

Any crockery, cutlery, tea pots etc used must be cleaned, dried and put back into their appropriate cupboard or drawer.

Washing up liquid, cleaning products, dish cloths and tea towels are provided.

Two bin bags are provided for use by the hirer.

**All waste /rubbish must be taken away by the hirer and disposed of appropriately.**

**The Management Committee reserves the right to:**

- Refuse any application for the hire of the Hall for any reason it may deem sufficient.
- Waive or alter all or part of the Conditions of Hire for any reason that it deems sufficient.
- Free admission of not more than two committee members to any function to check that conditions are being complied with. No such admission allows participation in the function.

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## Your Responsibilities as Hirer

The Hirer is responsible for ensuring that the terms of the Premises Licence, granted by North Kesteven District Council, are adhered to :

- a) Maximum capacity. Main Hall : 175 persons      Lamyman Room: 45      Both Rooms: 220 in total
- b) Fire Exits and approaches must be kept free from obstruction.
- c) Doors and windows are closed from 11 pm onwards to reduce noise disturbance to neighbours.
- d) Where tickets are sold on the door, no entry to be allowed after 11 pm.
- e) All functions must end no later than 11.45 pm, unless agreed beforehand e.g. New Years Eve.
- f) Hirers have a responsibility for the conduct of persons attending functions organised or promoted by them and must ensure that the needs of local residents are respected and that there is minimum noise during and at the end of a function.
- g) No dogs except trained guide dogs for the blind, hearing dogs for the deaf and assistance dogs are permitted on the premises.
- h) No children under the age of 14 years are permitted in the kitchen. In exceptional circumstances, the committee may agree to waive this restriction but a written request for this must be submitted with the booking form.
- i) No Bouncy Castles or children's play equipment allowed inside the Hall without prior approval and proof of provider's insurance.
- j) No Fireworks Allowed.

In addition:

- 1) Hirers are responsible for the safety of people attending their function or event as well as ensuring compliance with legislation in that there is no smoking on the premises, no underage consumption of alcohol or use of illegal substances. At least one responsible adult should be on door duty during the whole function to prevent unauthorised access.
- 2) Hirers are responsible for making good any damage to the building or contents, caused during their occupancy.
- 3) Hirers are responsible for the security of the Hall and must ensure that doors and windows are locked at the end of the function or if the hirer leaves the Hall for any period of time during the hire period. Please ensure that all water taps are turned off and all lights are switched off before leaving.
- 4) Care should be taken when moving tables and chairs. Please lift tables and chairs into their required position to avoid damage to the floor.
- 5) Hirers are responsible for leaving the hall clean and tidy with tables wiped and chairs stacked as found. If additional hire time is required to ensure that this condition is met, then this should be included in the booking.
- 6) The hall floor should be swept using the brush and/or dry mop sweeper to be found in the kitchen cupboard.
- 7) Any liquid spillages on the wooden floor or in the kitchen should be soaked up using paper towels. Failure to do so may result in damage to the floor(s). The kitchen floor should be swept and if there have been spillages it should be mopped. A mop & bucket can be found in the kitchen cupboard and in the kitchenette area.
- 8) Hirers must be aware of the risk of fire and should familiarise themselves with the layout of the Hall and the location of the Fire Exits and Fire Extinguishers. Details of the Emergency Plan are displayed on the noticeboard next to the entrance doors.
- 9) In the event of fire:
  - a) Raise the alarm by shouting FIRE.
  - b) Evacuate the premises. The Fire Assembly Point is outside in the grounds next to the bus shelter.
  - c) Call the Fire Brigade.

**Please report any problems with equipment, breakages or damages to the Hall Manager or caretaker so that these can be attended to before the next hire session.**