



### **BOOKING TERMS AND CONDITIONS (PLEASE RETAIN)**

**You, as the Hirer, must ensure you have read and understood these Terms and Conditions before signing item 4 of the booking form. Failure to comply with these Terms and Conditions may result in the booking being rejected**

1. The Hirer must be over 21 years of age
2. Booking is non-transferable to another person
3. The Hirer must be present at the function as described on the booking form
4. A deposit of £100 must be paid and submitted with the booking form; this will be returned in full or with charges deducted for any damage or cleaning needed after the function. Cleaning, if required, will be charged at £10 / hour if further cleaning is necessary.
5. The hire charge (as detailed on the booking form) **MUST BE PAID IN FULL ON COLLECTION OF THE KEYS**
6. All functions must end and the hall vacated by midnight. **Overnight events or sleepovers are strictly prohibited**
7. The village hall shall not be used for any purpose other than that specified on the booking form and not more than 80 people may use the building for a seated function and 120 for any type of other function.
8. Room heating, hot water & kitchen appliances are included in the hire charge. Independent forms of heating are not permitted
9. The Hirer must give due consideration to village residents
10. Parking is available for approximately 20 cars. The need for further parking must be agreed with Willey Estate prior to the function so please let us know, in good time, if you require this facility
11. In the interests of safety and to allow access to emergency vehicles, cars should not be allowed to block vehicles access to the village or neighboring properties
12. All rubbish and recycling **MUST** be taken from the premises. Bins from the toilets should be emptied into large bin in the kitchen & that bin taken away from the premises. Replacement bin bags are in the kitchen.
13. Only alcohol provided by the Hirer, free of charge, may be consumed on the premises unless a valid license is obtained; the charge for which is the responsibility of the Hirer
14. A copy of the license to sell alcohol must be forwarded to the booking secretary at least 2 weeks prior to the function
15. The Committee reserves the right to refuse any booking or admission to any individual
16. The Committee accepts no liability for injury to person(s) or for loss or damage to property, however caused
17. The Committee (or its agent) reserves the right to enter the premises during the hire period, to exclude any person(s) and to cancel any function that is not in compliance with these Terms and Conditions

**The Hirer is responsible for the following:**

18. The proper and orderly use of the room, and children attending any event must be responsibly supervised.
19. The avoidance of loss or damage to the fixtures and fittings. Any damage must be reported to the booking secretary.
20. Ensuring that all floors are swept, hoovered and/or mopped as necessary. All tables, surfaces in the toilets and kitchen are wiped clean. Tables and chairs should be wiped clean and restacked after drying thoroughly. Chairs should be stacked in 4's and away from the radiators. The building and its grounds are to be left in a tidy and orderly manner, **as found**
21. The observation of all licensing regulations and other legal requirements
22. The observation of fire precautions (including all exits being kept clear during hire period)
23. For alerting the emergency services should the need arise
24. Ensuring that smoking or vaping are NOT occurring on the premises
25. Ensuring that the building is secured on leaving the booking and all electric items and lights are switched off
26. Informing all attendees that the use of naked flames, (ie candles, candelabras etc) is **NOT** permitted in the hall



Vanessa Lee: [vanessalee@wildenestates.co.uk](mailto:vanessalee@wildenestates.co.uk)  
Telephone: 07768747215

Event Date: 2026

Dear ????

With reference to your request for the hire of Willey and District Village Hall.

Date(s) required \_\_\_\_\_ 2026

Times required pm to pm Number of hours -hrs @ £ /hr =£

I am pleased to inform you that your booking has been accepted. If you intend to sell alcohol (or hire a bar), you will need to forward a copy of the license to me at least 2 weeks prior to your function. Failure to do so will result in the booking being invalidated.

Please retain this letter of acknowledgment and keep it with you during the period of hire.

On behalf of the Committee, may I take this opportunity to thank you for your booking and, if you have any queries, please do not hesitate to contact me on the above number or by email,

Regards,

V J Lee - Booking Secretary