



Kings Bromley Village Hall

(Registered Charity Number 522683)

Booking Information And Booking Form

Kings Bromley Village Hall Booking Procedure:

- 1 – Check the availability of the Village Hall for your event
- 2 – Download and please read our Village Hall '**Terms of Conditions of Hire**' and '**FIRE Safety Guidance and Emergency Plan for Hirers**'.
- 3 – Download and complete a **Booking Form** (below).
- 4 – Return your Booking Form via email kingsbromleyvillagehall@gmail.com

Kings Bromley Village Hall Hire Charges – w.e.f. 1st June 2024

Kings Bromley Village Hall Hire Charges		
Hirers of the Village Hall		Per Hour
Village organisations / local regular (more than 4 times per year) users / residents children's parties	Main Hall	£12.50
	Lottery Room	£10.00
Local businesses / residents (inc evening parties) / annual group users	Main Hall	£15.00
	Lottery Room	£12.50
Other users (i.e. non residents / companies / weddings)		On application
Cost to use the kitchen		£7.50
Cost to use the commercial kitchen equipment		£25.00
Cleaning cost (if you don't want to do it yourself)		£60 weekend £40 midweek

Set-Up and Clear-Up: Bookings **must** include all 'Set-Up' and 'Clear-Up' time **within the hire time period**.

* **Concessionary Session Rate:** may be applied at the absolute discretion of the committee for:

- 1 – Events of special interest and benefit to the local Kings Bromley community
- 2 – Long-term, regular bookings, i.e. blocks of more than 10 sessions.

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Alrewas Road, Kings Bromley,
Burton on Trent, DE13 7HW
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Summary of our Village Hall 'Hiring Terms and Conditions':

- 1) The Hall should be left in the condition it was found in. Clean and tidy. Tables and chairs need to be returned to their stores.
- 2) The Hall is for the purpose of the village and consideration should be given to the general upkeep for the good of all.
- 3) Please ensure that the key is returned to the key safe and that the door is securely locked upon departure.
- 4) The heating is operated in the Kitchen area and boost button should be pressed if it is required.
- 5) The light on the front door is automatic and will go off on its own but all other lights should be left switched off.
- 6) All rubbish should be placed in the outside bins or taken home if more appropriate.
- 7) Please note that the hirer of the hall does not have exclusive access to the building.
- 8) Other people may be present using the upstairs rooms. In addition, please ensure any attendees with mobility difficulties do not use the upstairs rooms.
- 9) Please be considerate to the neighbours when leaving the hall. Do so quietly and park sensibly.
- 10) Kings Bromley Village Hall offers a commercial kitchen, the hirer will receive operating instructions for the appliances.
- 11) Payment can be made via Bank Transfer to the following account:

Kings Bromley Village Hall
Sort code: 30-95-04
Account number: 00158922

Please quote name and date of booking if possible.

Hall availability can also be seen on our public Google Calendar by entering the address below : <https://www.google.com/calendar/embed?src=g5eeff43vhaf83ukq1rbvfne0s%40group.calendar.google.com&ctz=Europe/London>

If your Smart Phone is equipped with a QR reader app and is on the Internet, pointing it's camera at the experimental QR code printed to the right, should also direct your phone to our public Google Calendar.



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Hirer's Details (i.e. the person hiring Kings Bromley Village Hall's facilities – must be minimum 21 years of age)

Hirer's Name:	
Organisation (if applicable):	
Hirer's Address:	
	Post code:
Tel no:	Mobile no:
Email:	

Event Details

Name of Event:	
Purpose/Description of Event:	
Day:	Date: (DD/MM/YY)
No of Attendees expected:	Age range of expected Attendees:
Event Start Time:	Event Finish Time:
Use of Kitchen (yes/no):	
Use of the commercial kitchen equipment (yes/no):	
Will you clean the Hall yourselves and leave it as you found it? (Yes/no):	
Local Resident? Do you live in Kings Bromley? (yes/no):	
Which room? Lottery Room or Main Hall?	
Total Duration of Hire (must include your anticipated event 'Set Up' & 'Clear Up' time):	
Total Hire Cost: £	

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