



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
<https://kingsbromley.com>
- 2 – Download and please read our Village Hall ‘**Hire Terms and Conditions**’ and ‘**FIRE Safety Guidance and Emergency Plan for Hirers**’.
- 3 – Complete the **Booking Form** (below).
- 4 – Return your Booking Form to email kingsbromleyvillagehall@gmail.com

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

Kings Bromley Village Hall Hire Charges		
Hirers of the Village Hall		Per hour or part thereof
Village organisations / Local groups (more than 4 times per year) users / Charity events	Main Hall	£10.00
	Lottery Room	£7.50
Local businesses / Resident’s parties / Annual group users	Main Hall	£15.00
	Lottery Room	£10.00
Non-resident’s parties / meetings	Main Hall	£17.50
	Lottery Room	£12.50
Other users (i.e. large companies / weddings)		On application
Cost to use the commercial kitchen equipment (oven & dishwasher)		£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**.

Kings Bromley Village Hall

Alrewas Road, Kings Bromley,
Burton on Trent, DE13 7HW
(Registered Charity Number 522683)

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. Cleaning products and equipment are located in the hall for your use. Tables and chairs need to be returned to their stores.
- 2) Please ensure that the key is returned to the key safe and that the door is securely locked upon departure.
- 3) The heating is operated in the Kitchen area and boost button should be pressed (for the area you are using) if it is required.
- 4) The lighting on the front door and in the toilets is automatic and will go off on its own but all other lights should be left switched off.
- 5) Spare toilet rolls are left in the toilets for your use.
- 6) All rubbish should be bagged (black bins are provided in the cleaning equipment cupboard), placed in the outside bins or taken home if more appropriate. Please remember to also use a liner in the kitchen bin and then remove it at the end of your session.
- 7) Please note that the hirer of the hall does not have exclusive access to the building. Other people may be present using the upstairs rooms. In addition, please ensure any attendees with mobility difficulties do not use the upstairs rooms.
- 8) Please be considerate to the neighbours when leaving the hall. Do so quietly and park sensibly.
- 9) If you are using the kitchen please check if the crockery/pans are suitable before your event so if needed you can bring supplies with you. We do not supply towels or cloths so please bring sufficient with you.
- 10) Kings Bromley Village Hall offers a commercial kitchen, at a cost, operating instructions for the appliances can be found in the kitchen.
- 11) Payment must 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=q5eff43vhaf83ukq1rbvfne0s%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.



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

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Event Details

Name of Event:	
Purpose/Description of Event:	
Day:	Date: (DD/MM/YY)
No of Attendees expected (Max 70 at any one time in the main hall and 15 in the upstairs room):	Age range of expected Attendees:
Event Start Time:	Event Finish Time:
Use of the commercial kitchen equipment (dishwasher/oven) (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: £	

Kings Bromley Village Hall Booking Form

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