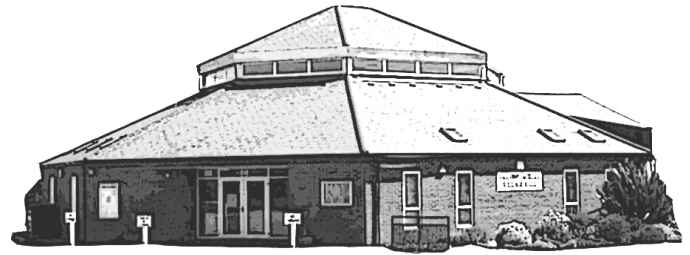


SWANTON MORLEY VILLAGE HALL

Charity Registration No 1015751
Manns Lane
Swanton Morley
Dereham
Norfolk
NR20 4NP
Tel: 01362 637166



Welcome to Swanton Morley Village Hall

Thank you for your enquiry for the use of Swanton Morley Village Hall. Our village hall is a modern building set in the heart of the picturesque village of Swanton Morley. The hall is well equipped for many different occasions. We have a main hall, a smaller meeting room, a kitchen and a licensed bar. And for those wanting to hold an outdoor event or play outdoor sports, we have a large field comprising of 2 football pitches and indoor changing facilities.

For your event, our main hall can hold 265 people standing or 160 people seated. We are licensed by the Performing Rights Society so you can provide entertainment for your guests, we even have a permanent stage!

Whether you want to use our facilities for a large wedding reception, a small charitable event, or start up a new club, we're sure that we have the facilities to accommodate you. If you would like to take a look round the hall or discuss the needs of your event, please don't hesitate to contact the bookings secretary on 01362 692032.

We look forward to seeing you soon.

Swanton Morley Village Hall

Useful Information

Cost of Hire for Private Events

Type of Hire	Main Hall	Hilton Room
Commercial Hirer Weekday	£17.33 per hour	£11.55 per hour
Commercial Hirer Weekend	£23.10 per hour	£15 Per hour
Residents Weekday Daytime	£6.35 per hour	£4.95 per hour
Residents Weekday Evening	£11.55 per hour	
Residents Weekend Daytime	£10.40 per hour	£6.93 per hour
Residents Weekend Evening*	£132.83 for the evening	
Non Residents Weekday Daytime	£10.97 per hour	£6.93 per hour
Non Residents Weekday Evening	£12.71 per hour	
Non Residents Weekend Daytime	£15.59 per hour	£9.24 per hour
Non Residents Weekend Evening*	£213.68 for the evening	
Residents Wedding Reception**	£259.88 all day	
Non Residents Wedding Reception**	£317.63 all day	

*Whole hall hire including a staffed bar

** Includes Friday evening to set up the hall, all day Saturday for the event and Sunday morning to tidy away

A resident is classed as anyone who normally resides in the parish and is booking for private use

Commercial rates are charged where there is an admission fee for an event and the proceeds are not for the benefit of a parish organisation or charity.

Resident rate for wedding receptions is offered where the Bride and Groom or their parents reside in Swanton Morley.

Location of First Aid Boxes

1. In Foyer
2. In Kitchen

A Pay Phone is available onsite

Booking Form and Agreement

Name: _____

Address: _____

Post Code: _____ Telephone Number: _____

Group Name: (If applicable): _____

Position in Group: _____

Type of Event: _____ Approximate number of guests: _____

Date of Event: _____

Start Time: _____ End Time: _____

(please allow time for setting up and tidying away)

Areas Required

Main Hall

Hilton Room

Bar

Kitchen

Field

Changing Rooms

If bar is required, please advise time you wish bar to open and any special drinks requirements you may have:

Payment Details

Total Cost for booking £ _____ Please enclose deposit of £ _____ to secure booking

Damage deposit of £ _____ required in a separate cheque (this will be returned after the event if no damage has occurred).

Balance of £ _____ To be Paid By / /

I have read and confirm my acceptance of the Conditions of Hire of Swanton Morley Village Hall

Signed: _____ Date: _____

**Please return this form with your deposit to 32 Humbletoft Road, Dereham, NR19 2RT
Cheques should be made payable to Swanton Morley Village Hall**

Conditions of Hire

The following Conditions of Hire should be read and the booking form signed before the booking is accepted.

1. Hirings can only be made by arrangement with the Bookings Secretary. Tel 01362 692032.
2. All bookings to be paid for in advance of the event except by previous arrangement with the Village Hall Management Committee.
3. If a cancellation is necessary, then the Bookings Secretary must be notified at least 24 hours in advance otherwise the fee will be forfeited.
4. All hirers must appoint a named person to be responsible for fire safety rules observance and their name must be given to the Bookings Secretary.
5. All fire exits to be kept totally clear of obstructions and impediments.
6. It is the responsibility of each hirer to leave the Village Hall in a clean and tidy condition. All rubbish must be disposed of in the outside dustbin and new swing bin liners should be inserted in the bin which has been emptied. If the outside bins are full, please place in black bin liner and place beside the bin.
7. The hall floor and other areas should be swept clean at the end of the event.
8. All kitchen items used must be washed up and put away. Surfaces must be wiped with available disinfectant.
9. Any electrical appliances taken into the building must be Portable Appliance Tested to ensure safety.
10. Prior to leaving the building, all lights and heaters must be turned off; all windows and doors shut and locked.
11. Alarm must be set on exit of the building in accordance with instructions. The hirer will be liable for any call out charge incurred by our security company if alarm has not been set properly.
12. All evening functions must finish in accordance with the terms of the booking form.
13. No smoking. It is against the law to smoke in these premises.
14. Nothing may be attached to the walls or the fabric of the building unless authorised by the Bookings Secretary.
15. Any damage or breakages should be reported to the Bookings Secretary as soon as possible and will be charged for.
16. A damage deposit of £100 will be charged for all Friday and Saturday evening events, and for other events at the discretion of the Village Hall Management Committee. This is to be provided in the form of a separate cheque which will be returned after the event provided cleaning has been carried out to the required standard and no breakages have occurred.
17. Please report any accidents to the Bookings Secretary and if any item has been removed from the First Aid Boxes
18. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as the result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Swanton Morley Village Hall.
19. If any of these conditions are breached then future bookings may not be accepted.