

Laxfield Village Hall

Hire Charges



Hire Periods:	Day (Sun – Thurs)	09:00 to 18:00
	Day (Fri - Sat)	09:00 to 15:00
	Eve (Sun – Thurs)	18:00 onwards
	Eve (Fri – Sat)	15:00 onwards

Peak periods:	Friday 15:00 hrs onwards All day Saturday
Off peak periods:	All day Sunday to Thursday Friday up to 15:00hrs

Premises licence:	09:00hrs to 23:30hrs (extensions by prior arrangement)
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Day time Rates (£/hr):		
(Up to 18:00hrs Sun - Thurs)	Lounge	£8
(Up to 15:00hrs Fri - Sat)	Lounge + kitchen	£13
	All hall	£10
	All hall + kitchen	£15

Evenings Rates (set charge):		
Sun – Thurs (18:00hrs – midnight)	Lounge	£48
	Lounge + kitchen	£78
	All hall	£60
	All hall + kitchen	£90

Fri - Sat (15:00hrs – midnight)	All hall + kitchen	£125
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Note: Village organisations may be eligible for a 25% discount subject to approval by village hall committee.

Supplementary charges:	Hire of tables & chairs	£10
	Hire and setting out stage	£10
	Hire of PA	£25
	Hire of sound system & disco lights	£50
	Hire of stage lighting	£25
	Hire of projector	£20
	Hire of cinema system	£50
	Cleaning up (see booking conditions)	£10/hr

Deposits:	Booking deposit	25% of hire costs
	Damage deposit	from £100
	Wedding damage deposit	£200

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Conditions of Hire



- A deposit of 25% of the hire cost is required to secure the date of hire within 7 days of the booking being accepted. Payment in full is due 21 days before the date of hire.
- In the event of cancellation the deposit will not be returned.
- All hirers should leave the Hall and it's grounds in a clean, tidy and uncluttered condition and the floor swept.
- All rubbish including food waste and bottles must be removed from the premises with the exception of tin cans which are to be left in black bin provided inside hall.
- Any extra cleaning costs will be deducted from the damage deposit.
- The hirer of the Hall, whether an individual or an organisation, is to be held responsible for damage to the hall and property during the preparation of, and duration of the hire.
- The cost of any damage will be billed to the hirer, less the paid deposit.
- All electrical appliances and lighting to be checked and turned off, on vacating the hall.
- All electrical equipment, including extension leads, taken into the hall must have a valid PAT test certificate.
- All public functions and private functions must end at 11.30 and the hall vacated by 12.00 unless previously agreed.
- The hirer agrees to comply with the Conditions of Hire including any imposed by Mid Suffolk District Council and take all reasonable precautions for the safety of the public and performers.

Maximum recommended number of Persons:

Seated at tables	110 place settings
Mixed occupancy (tables & dance area)	150 persons
Dancing (clear floor area)	250 persons
Closely seated audience	120 persons

Safety:

- All routes and doors must be kept free from obstruction at all times.
- All doors forming part of the means of escape must be secured so that they can be easily and immediately opened by persons leaving the premises in an emergency.
- All fire extinguishers shall be accessible.
- The hirer is responsible for ensuring the safety of all guests and that all guests are made aware of the safety conditions applicable to the hall.
- The hirer shall sign to confirm acceptance of these conditions.

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Booking Application Form



Applicant:

Name:

Representing (organisation):

Address:

Telephone No:

Mobile No:

Email address:

Date requested:

Type of function:

Start time:

Finish time:

No. of guests expected:

(see conditions for maximum recommended)

Please tick box to indicate facilities requested

Facilities requested:

Lounge only

Lounge + kitchen

All hall

All hall + kitchen

Bar facilities:

Supply own drinks (not for sale)

Supply own bar with licence holder (subject to approval by Village Hall Committee)

Approved organisation supply own bar (subject to approval by Village Hall Committee)

Bar supplied by Village Hall (all proceeds to Village Hall)

Supplementary items:

Hire of tables & chairs

Hire and setting out of stage

Hire of PA system

Hire of sound system & disco lighting

Hire of stage lighting

Cleaning up

Please send completed form to: Sharon Edghill, Red House Farm, Cratfield, Halesworth, Suffolk IP19 0DF
T: 01986 798354 M: 07974 723123 E: d.edghill@btinternet.com