

# *Pakenham Village Hall and Playing Field Association*

- Registered Charity No. 1081815 -

Supported by Community Fund; Countryside Agency; Help the Aged; St. Edmundsbury & Suffolk councils

**Mrs Barbara Whitford, Booking Secretary.**  
**Phone 01359 230220**  
**Email – [pakenhampost@gmail.com](mailto:pakenhampost@gmail.com)**

**Pakenham Post Office,**  
**The Street, Pakenham**  
**Bury St Edmunds IP31 2JU**

## **BOOKING FORM**

Hall or Sports Pavilion? \_\_\_\_\_

Date of Function: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Hire Period: \_\_\_\_\_

Hire charge payable: \_\_\_\_\_

Clearing up fee @ £30: **Yes/No.**

Named responsible person aged 21+: \_\_\_\_\_

NAME OF HIRER: \_\_\_\_\_

Hirer's Address & postcode: \_\_\_\_\_

Hirer's Phone & area code: \_\_\_\_\_

Hirer's Email address: \_\_\_\_\_

### **Hirer's Signature**

**I agree with the Conditions of Hire attached to this form.**

**Signed** \_\_\_\_\_

**Please return this copy** with 2 cheques for your fee and £100 deposit, payable to "P.V.H. And P.V.A."

Please retain the other copy for your records.

### **Village Hall & Pavilion Keys.**

*Please obtain the keys from Pakenham Post Office (in the Village Hall building) and return them there as soon as possible after the event. Post Office opening hours: -*

**Wednesday, Saturday – 9 a.m. -12.30 p.m.**

**Other weekdays – 9 a.m. - 5.30 p.m.**

**Sunday – closed.**

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# **Important Hiring Information**

Check that the date of your booking is correct, and read the “Conditions of Hire” attached to this form.

Before the function starts, appoint at least two adults to help with your “responsibilities”. They should familiarise themselves thoroughly with the location of the emergency exits, the fire extinguishers, the fire action notices displayed in the kitchen and in the foyer, and the first aid box located in the kitchen.

**Smoking is prohibited** by law inside both the Village Hall and the Pavilion. If smoking outside, please use the cigarette-end bins at the front and the rear of the Hall – and for the sake of nearby residents, do not congregate round the front door.

Children must be adequately supervised at all times.

Equipment brought into the Hall or Pavilion must be safe for the purpose intended, does not cause damage, and is removed on vacating the Hall / Pavilion. All electrical equipment brought into the Hall or Pavilion must have been Portable Appliance (P.A.T.) tested.

The Hall or Pavilion does not have an alcohol licence. If alcoholic drinks are to be sold, a drinks licence must be obtained, to comply with the local licensing regulations.

Would guests please **leave the Hall or Pavilion quietly**, for the sake of the nearby residents – the Hall is in the centre of the village.

## **Insurance for Hire of Village Hall or Pavilion**

Hirers will liable for

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises or the contents of the premises
- (ii) all claims, losses, damages and costs made against or incurred by the Association in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer.
- (iii) all claims, losses, damages and costs made against or incurred by the Association as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer

**Hirers are advised to ensure that their own Public Liability policies cover incidents occurring for which they may be held liable.**

## **Heating for the Village Hall**

Summer or Winter modes are determined by the time of year and should remain as set – no adjustment should be made to these

- To warm the Hall more – adjust the left-hand control to **WARMER**.
- To cool the Hall more – adjust the left-hand control to **COOLER**.

Heating will be operational from 8.30 AM to 9.00 PM daily.

If heating is required outside of these times, use the central **EXTENTION TIMER** to set the number of additional hours desired, by turning it clockwise.

Engaging the **AIR CONDITIONING** during the summer months

- Heating must be on Summer Mode
- Left hand control should be to **COOLER**
- The EXTENTION TIMER should be set for the number of hours you wish the **AIR CONDITIONING** to be operational

**It would be appreciated if the left-hand dial is reset to normal at the end of your event**

## **Car Parking at the Village Hall**

The car park is small, but there is more parking at the church, about 300 yards away up the hill – please use it if you can. If parking on the road, please do so considerately.

# ***P.V.H. & P.F.A. Conditions of Hire***

**PLEASE READ CAREFULLY.** The person or persons making the booking and/or paying the hire charge will be held responsible for ensuring compliance with these conditions.

## **The hirer is responsible for ensuring that**

- The hall or pavilion is used in a safe, responsible and orderly manner, and two named responsible persons are present for the whole period the hall / pavilion is in use.
- Noise is kept within reasonable levels (especially in regards to the bass adjustment of bands and discos).
- Windows and doors are kept closed while music is played.
- No alcoholic drinks are sold unless the appropriate licence has been obtained (which shall be shown on request)
- All regulations relevant to the use are complied with
- The function finishes by 11 p.m. (midnight on Fridays and Saturdays; 10 p.m. on Sundays) and the hall or pavilion is vacated and secured no more than half an hour later.
- Parking if vehicles is supervised

## **Before the hall or pavilion is vacated, the hirer shall ensure that**

- The floor is swept and any tables and worktops used are wiped clean.
- Any utensils and equipment used are cleaned and returned to their storage positions.
- All the furniture in the hall is placed in accordance with the plan (in the entrance hall) and the hall is left in a clean and tidy state.
- All general rubbish is removed or placed in the bins provided.
- **ALL bottles and cans must be removed from the premises. We do not have recycling facilities and these items should NOT be placed in the bins at the Hall.**
- For the pavilion please use the green bin for general rubbish and the recycle facilities for bottles situated in the car park
- All taps, lights and electrical switches are turned off, and all windows and doors are secured.
- Guests leave the Hall and pavilion quietly, for the sake of nearby residents

## **The hirer is responsible for all damage to the hall or pavilion plus its contents during the period of hire.**

- All damage must be reported promptly to the Booking Secretary. The cost of rectification of damage (including WC blockages resulting from misuse) will be charged to the hirer or deducted from the deposit.
- The deposit will be by cash or by cheque with a guarantee card for £100, returnable not later than 28 days after the event, subject to satisfactory hire. It will not be banked unless a charge on it is due.

## **No nails, screws or similar may be fixed to any part of the hall**

- Nor any other means of fixing which might remove paint or leave any visible damage when it is removed.
- This includes such materials as Sellotape and Blu-Tack.

## **Smoking is prohibited throughout both the Hall and the Pavilion.**

## **Fire, safety and other regulations –**

- All exit doors must be kept free of obstructions at all times.
- There must be no alteration to or interference with electrical or other fittings.
- Unauthorised use of the fire alarm may result in an extra charge being made.
- Emergency problems or any injury arising or likely to arise must be reported as soon as possible to the Booking Secretary.
- The maximum capacity of the hall is **100 if seated at tables, or 120 close-seated.**
- No sub-letting is permitted.
- The premises must not be used for any unlawful purposes or in any unlawful way
- Nothing must be brought onto the premises which might endanger the property or its occupants or invalidate its insurance policies.

**Any member of the Committee, or its agent,** may enter the hall or pavilion at any time, and reserves the right to refuse hire or to terminate the event immediately if the rules are not complied with.

## **The Committee shall not be responsible for**

- Any loss, damage or injury arising from the use of the hall and the car park, except to the extent that it can be shown to be negligent.
- The Committee shall not be responsible for any loss arising from the hall being unavailable for the intended purpose, for whatever reason.

**The hirer shall be liable** for the full hiring fee if the Hall is not used or if the event is cancelled without prior notice to the Booking Secretary.

***“Committee” means the Committee of  
the Pakenham Village Hall and Playing Fields Association.***

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## ***Hire charges for Pakenham Village Hall***

	Regular Booking	Occasional Booking	Out of Village Booking
Per Session	£22.00	£45.00	£60.00
Weddings / All day Hire		£100.00	£125.00
Conference Events			£150.00
Clearing up	£30.00	£30.00	£30.00
Returnable Deposit		£100.00	£100.00

## ***Hire charges for Pakenham Playing Field and Pavilion***

	Regular Booking	Occasional Booking	Out of Village Booking
Per Session	£8.00	£10.00	£20.00
All day Hire		Negotiable	Negotiable
Returnable Deposit		£100.00	£100.00

*Morning Session - 9:00am – 1:00pm*

*Afternoon Session – 1:30pm – 5:30pm*

*Evening Session – 6:00pm - Close*

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