Useful information for hirers

Thank you for booking Morden Village Hall for your event. Please note that the hall is run by volunteers so that we can offer good value rates to local people. The village hall is not a staffed premises. Below are the answers to the most frequently asked questions.

Contact Details - Secretary & Bookings

Mary Mathers, 36 West Morden, Wareham, Dorset BH20 7EA
Tel: 01929 459217 Email: mordenvillagehall@gmail.com

How do you confirm our booking and how do we pay?

- Once we have agreed the details of your booking, you will be sent a booking request form. Please complete, sign and return it.
- Before signing please read the Standard Conditions of Hire.
- If your requirements change, please let us know as soon as possible.
- We will then send you a booking quotation with a detailed breakdown of costs.
- Please pay the non-refundable booking deposit to the Morden Village Hall to confirm the booking. You can pay by:
  - Cheque payable to Morden Village Hall.
  - BACS or via online banking. The bank details are Account Name Morden Village Hall, Bank Sort Code 40-52-40 Account Number 00017979 Please quote your invoice number or name as reference and send email to mordenvillagehall@gmail.com with details of the date and amount paid.
  - Cash. Please send by Registered Post or hand to the Bookings Secretary personally and ask for a receipt.
- Please pay the balance of the hiring fee and the Cleaning/Damages deposit one month before your event.
- Please send the Cleaning/Damages Deposit as a separate cheque (together with a stamped self-addressed envelope if you would like it returned). Alternatively you can pay by online banking (see above). Please provide your banking details so we can return it. The Cleaning/Damages Deposit cheque will be returned or destroyed within 28 days of the termination of the period of hire provided that no loss or damage has been caused to the premises and/or contents during the period of the hiring as a result of the hiring and that the premises are left in a clean and tidy condition.

How many people does the hall hold?

- The Hall has a Public Entertainments licence for up to 250 people. (The conditions of this licence are displayed in the entrance hall and a copy is available from the Bookings Secretary.) However this licence covers all areas of the hall and grounds. For comfort and safety we recommend the following:
- The main hall will hold up to a maximum of 150 people standing, 130 seated in rows, 80 seated at tables, the Austin Room up to 30 people standing, 25 seated in rows, 16 seated at tables – may be less depending on the layout required. For weddings and parties, the maximum capacity is 100 in main hall plus entrance hall, 130 including the Austin Room.
- The stage and any dancing area needed will reduce the space available for standing/seating.

Can we serve alcohol/have a paying bar?

- Providing that there are no sales of alcohol eg if you wish to serve alcohol to your guests or they bring it themselves, all you need to do is tell us in advance.
- If you want us to provide a paying bar, please let us know at the time of booking.
- The village hall bar is manned by volunteers so their availability will need to be confirmed if required. The bar operates for 4 hours, normally 7:30 to 11:30 pm. Other times by agreement.
- There is a bar reservation fee of £50 and the hall keeps the profits.
- While we are running the bar, you may offer your guests a welcome drink or bubbly for a toast but please do not provide other alcoholic drinks.
- The bar provides glasses for the drinks they sell but not for hirers’ own drinks.
- If someone else is running a paying bar for you (eg your caterer) you must get our agreement in writing that you may apply for a TEN (Temporary Event Notice) from Purbeck District Council. Make sure that you have obtained all licences and permissions that you need for your function.
How do we collect/return Keys?
- Unless agreed otherwise, the Bookings Secretary or another member of the Committee will meet you at the hall at the start of the hiring period to explain the use of the hall and equipment and hand over keys.
- At the end of the hiring, return the keys as instructed immediately (or by 9 a.m. the following morning in the case of late evening hirings).

Noise, Security and Insurance?
- During the hiring period YOU are personally responsible for the security of the hall and making sure that you, your guests and your caterer observe the conditions of the Hiring Agreement and also the Licensing, Health and Safety, Food Hygiene, Public Entertainment, Child Protection and any other legislation that applies to your event.
- The hall has its own Public Liability Insurance. Check that you have any insurance you need.
- Commercial/Business Hirers MUST have their own Public Liability Insurance and provide evidence of it.
- Please make sure that Fire Exit signs are switched on and the Fire Exits are not obstructed.
- In case of fire, please evacuate the building and call the Fire Brigade on 999. Notify the Secretary or one of the other key holders (names and numbers in Hall).
- Please make sure that the ‘No Smoking’ policy and legislation is observed everywhere inside the hall. (Smokers may smoke outside but please use ash trays and clear up litter afterwards).
- Please consider our neighbours and keep noise to a reasonable level especially if the doors are open or people are outside. No loud or amplified music may be played outside the hall building at any time. The noise levels outside must be kept to a minimum from 11 pm and on arrival and departure so that the neighbours are not disturbed. The outside doors must be shut if loud music is played inside the hall after 11 pm.

What decorations are permitted?
- Please only fix decorations or signs to the notice boards or hooks provided.
- Please NO NOT COVER the legal and statutory notices on the board next to the kitchen door.
- Naked lights (candles, tea lights etc) are only permitted if held in inflammable insulated containers.
- Please DO NOT USE SMOKE MACHINES as these set off the Fire Alarm which can only be reset by a master key holder (not the hirer’s keys).
- Any damage to walls, woodwork or furniture will be charged.
- NO FIREWORKS or Chinese Lanterns are permitted indoors nor in the grounds.

Parking?
- The car park holds about 40 cars providing they are parked sensibly. There is overflow parking on the Recreation Ground.
- In case there is a fire or medical emergency, please make sure that the hall is accessible by emergency vehicles at all times.
- Our local roads are narrow so please make sure your guests do not block the road entrance or park on adjacent roads.
- Overnight parking is allowed but not camping or sleeping in vehicles. Please leave cars at the far side of the car park in case the hall is being used by someone else in the morning.

Cleaning?
- Please leave the hall as you found it.
- Please wipe up any liquid and food spilt and sticky patches especially from the wooden floor.
- Leave everything clean and tidy and empty bins.
- The hall provides cleaning equipment and supplies but please bring your own tea towels.

What do we do when we leave?
- Please follow the checklists inside the Hall (one in kitchen, one in entrance hall).
- Replace furniture where you found it.
- Take away all decorations and rubbish (including caterers’ rubbish).
- Make sure all external doors are securely locked.
- Please leave quietly so that our neighbours are not disturbed, especially late in the evening.
- Return the keys as instructed.

After the event?
- Notify the Bookings Secretary of any damage or breakages so that they can be repaired/replaced.