

# PARTIES/DANCES/MUSIC EVENTS AT PRIORY HALL

## Notes to users

Thank you for choosing The Priory Hall for your party/dance/musical event. We are delighted that you have decided to use the hall for this occasion. Before booking, and to help everything run smoothly, there are some important points we would like to bring to your attention.

The Priory Hall is a community hall and part of its purpose is to enable social events to take place. However, its central position in Much Wenlock, very close to houses, means that there have to be limits on how much noise we can allow, and how late events can go on.

***For a party/dance/musical event to take place, the following have to be clear:***

1. Finishing times need to be clearly understood and agreed to:

Latest possible:

### **Fridays and Saturdays:**

Music to finish by 11.15pm

Hall closed by **midnight** at the latest.

### **Sundays to Thursdays:**

Music to finish by 10.30pm

Hall closed by **11.00pm** at the latest.

2. A named person must be responsible for the level of noise (i.e. someone who can ask the band or D.J. to play more quietly.)
3. Doors and windows need to be kept shut to avoid noise pollution when music is played.
4. People who come outside from the Hall – for a breath of fresh air, to smoke, or to leave the party – must keep noise to a minimum.
5. **Hirers are requested to remove all recycling from the premises.** Other rubbish must be put in the outside bins provided or taken away.
6. The Hall must be left as found, in a clean and tidy condition ready for the next user (T&C's apply – see page 3).
7. Limited parking is available at the hall and at car parks in the town – please be sensitive to neighbours' parking needs and avoid blocking their access.
  - Booked events will have access to the hall from 5.30/6pm on the day unless otherwise arranged and subject to availability (Friday & Saturday only).

***N.B. Due to the extensive use of the hall by regular users it is not possible to offer this service at other times during the week.***

  - The cost of hire will be **£90** to include use of the kitchen - a deposit of **£20** is required to secure the booking which will be deducted from the final invoice.

**(IMPORTANT please see page 3 for full T's & C's).**

# PARTIES/DANCES/MUSIC EVENTS AT PRIORY HALL

To confirm a booking please complete all sections and **return this page**.

When completing this form open in a pdf reader and fill in the relevant sections

Nature of Event: \_\_\_\_\_

Is this event a registered charity fundraiser? Yes  No

If 'Yes' there is a 50% reduction and no deposit required.

**Day of event** \_\_\_\_\_ **Date** \_\_\_\_\_

N.B. Entry from 6pm on day of party (unless otherwise requested at time of booking and subject to availability). Use the Notes section opposite if earlier entry is required – every effort will be made to accommodate your request where possible.

On the day of the party music will finish at \_\_\_\_\_ pm

The Hall will be cleared and locked up by \_\_\_\_\_ pm

Person responsible for booking event (and noise level).

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Landline: \_\_\_\_\_

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Please email the completed form to:

[muchwenlockprioryhallbookings@btinternet.com](mailto:muchwenlockprioryhallbookings@btinternet.com)

or post/deliver the completed form to:

PH Booking Secretary at 44, Barrow Street, Much Wenlock, TF13 6ET and mark the envelope 'PH Booking' with your name.

## HIRE FEE and PAYMENT DETAILS

**Cost of hall hire to include use of kitchen: £90**

A minimum deposit of £20 is required at the time of booking to:

Account Name: Priory Hall Much Wenlock  
(N.B. *not* Much Wenlock Priory Hall)

Account No: 53585689

Sort Code: 20-53-22. BACS payment (preferred)

N.B. Please use your invoice no./ name as a reference when using BACS.

If paying by cheque use 'Priory Hall Much Wenlock' as the payee. We do not accept cash payments due to banking difficulties.

## NOTES

Please use the space below to add any further requests / comments / information / questions you have regarding the booking. (A separate inventory is available outlining catering equipment, numbers of tables and chairs and room dimensions as well as a plan of the hall). Please see our website for further info.

The hall operates a coded entry system. Prior to your booking a code will be provided for the duration of hire and will expire at the end of the hire period.

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## **Completion of a booking implies acceptance of our T's & C's**

The hirer will make every effort to ensure that the Priory Hall is left in a clean and tidy condition\* and to the satisfaction of the Committee following the booked event. The Committee reserve the right to add additional charges to the cost of the hall hire if extra cleaning, repairs or replacement of any damaged fixtures or fittings are required as a consequence of misuse/negligence on the part of the hirer.

Whilst we welcome a wide range of activities, when there is an event booked involving music and noise that will be evident in the Bull Ring and maybe further afield (e.g. a wedding, musical event or party) we require users to identify this in the booking process so that we can advise local residents who are usually understanding. Additionally, during COVID, doors have been required to be open to allow for adequate ventilation and consequently the impact of any noise has been more pronounced, although this is no longer a requirement, we do ask all hirers to be sensitive to those living near the hall and, as part of the booking process, consider whether the activity you plan to undertake is suitable for the venue and its residential surroundings if adequate controls cannot be put in place.

And where it applies ...

**Safeguarding children, young people, and adults at risk** (only applies to clubs and activities but not to private parties)

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Please see hall noticeboards and our website for latest information regarding any COVID requirements.

Thank you for your understanding.

Priory Hall Management Committee.

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'Clean and tidy' requires floors to be swept, rubbish to be placed as requested, all surfaces including tables to be wiped down and left as you would wish to find them. Cleaning materials are available in the utility kitchen and white cupboard in the corridor beyond the small hall.