

The Watmough Memorial Hall

Charity number: 521979

Also known as: **Saxilby Village Hall** (Working Name)

Terms and conditions

Visits to the Hall are welcome prior to hiring, to ensure it meets the requirements of your event. Please contact Jackie (Booking Officer) either by email or phone: jackiesvh@outlook.com or 07813 095765.

We have crockery and cutlery as well as teapots and coffee pots, jugs, tea towels and cleaning cloths. Please check with Jackie prior to booking.

Bookings:

The hire charge includes the use of the part, or parts of the venue booked and the use of the kitchen, toilets and foyer. Please include all time required for setting up and clearing away in the hours you book.

A non-refundable deposit of £30.00 per room will secure your booking, with the balance payable at least 14 days before the event. If the balance has not been paid within the specified timeframe, the event will be cancelled.

An additional refundable cash deposit of £50.00 per room may be required on the day if food and/or drink is being served.

A licensed bar is available by arrangement with the licensee of The Anglers Public House across from the hall. Contact the licensee for details. Contact: Mr Wayne Brown 01522 702200

The stage use is only included as part of the Main Hall hire with prior agreement from Saxilby Drama Circle. Booking Officer has contact details.

A minimum of 7 days notice is required to cancel a booking – if less than 7 days is given, the full hire charge will be payable. Notice of cancellation must be made to the Booking Secretary.

The Booking Officer may, at their discretion and without giving a reason, decline a booking request.

Hirer Responsibilities:

Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring and familiarise yourself with the fire safety instructions.

Children must be supervised at all times and not allowed to access rooms not hired by you or be allowed to climb onto the stage.

Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.

If you are hiring the hall for an event where food is to be served, the hirer is responsible for ensuring anyone involved in the preparation of food follows basic food hygiene regulations.

If you hire the bar, only drinks purchased at the bar can be consumed on the premises.

Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided. Do not stack chairs more than six high.

Report any evidence of damage or faults to equipment or the building's facilities to a member of the committee.

Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building and does not cause inconvenience for the occupiers of nearby houses and property.

Cleaning, Security and Care of Centre:

All use of the Centre premises and facilities is subject to the hirers accepting responsibility for returning the furniture/equipment to its original position and for securing doors/windows of the premises as directed by Hall Representative.

All hirers shall leave the premises and grounds in a clean and tidy condition. Litter should not be left in, or about, the Hall premises.

Any excessive rubbish must be taken away and not left for us to dispose of.

Any damage must be reported to staff at the time. The hirer is liable for any damage caused. Payment Hirers may be required to pay a refundable damage deposit, and the amount will vary depending on the type of event / function being held.

The hirer and a Hall representative will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the room(s).

Payments:

The preferred payment method is by bank transfer. Cheques and cash will only be accepted with the permission of the Booking Officer. Full payment of room-hire is due within 14 days of the event. Failure to pay will result in a declined booking. If a payment made is subsequently declined causing us bank charges, the Village Hall Committee will seek reimbursement from the hirer for the charge incurred.

Additional Safety Measures:

All hirers must read and be familiar with the Fire Safety Procedures. The use of candles (except on a cake) is not permitted. All hirers must accept responsibility for the safety of their guests and anyone attending their function. They must identify and assess any potential risk posed.

For large events a written risk assessment must be completed, and a copy given to the Booking Officer. Suitable Bouncy Castles are permitted in the Main Hall but are not permitted in the Lounge. All hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as the Committee cannot accept responsibility. Hirers must also ask to see from the Bouncy Castle Hire Company a copy of their Public Liability.

The hall is required to have PRS/PPL License however our PPL does not cover any third-party use. You will need to contact [PPL PRS | TheMusicLicence | The UK's public music licensing company](#) for advice.

Report every accident in the accident book located in the kitchen and inform the Booking Officer/Hall Representative as soon as possible.

Hirer to sign to say they have read and understood:**Name:****Date:****Group/Event:**

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