



### To make a booking or enquire about availability

	Telephone	Letting Officer 0845 519 9034 (9am - 9pm)
	Email - Bookings	bookings@mayfordvillagehall.org.uk

### General enquiries about the hall & facilities (not bookings)

	Mobile	07840 894593 (9am - 9pm)
	Email - General	info@mayfordvillagehall.org.uk
	Post	Mayford Village Hall, Saunders Lane, Mayford, Woking, Surrey, GU22 ONN

### Responsibilities of the Hirer

- Remove all rubbish from the hall premises & grounds at the end of the hire period.
- Leave the Halls, kitchen, toilets and all areas in a clean condition throughout.
- Return all chairs and tables to their designated stores after use. Tables must be wiped down and any adhesive tape used must be removed.
- Vacate the hall promptly at the end of the hiring period.
- Hirers should note that if the Trustees find any damage or breakages or need to pay for extra cleaning or tidying up there may be, at their discretion, additional charges made and/or forfeiture of the deposit.

### Notes

- The Hall is licensed for consumption but not the sale of alcohol. Hirers wishing to sell alcoholic drinks must obtain a license from the relevant authorities.
- MVH does not accept bookings for 18<sup>th</sup> or 21<sup>st</sup> birthday parties.  
Events misrepresented at the time of booking will forfeit the entire deposit.
- Nothing must be stuck, pinned, blu-tacked or otherwise fixed to any part of the walls, ceiling, door frames or cinema screen. Please use the fixing eyes provided.
- Fireworks are not permitted inside or outside of the building. Candles, food warmers & other naked flames are not permitted anywhere other than in the kitchen.
- Barbecues are to be held at the rear of the Hall on the paved area provided.
- Noise levels to the front of the Hall are to be kept to an absolute minimum at all times out of respect to local residents.
- The Main Entrance Doors must be kept closed at all times.
- Do not park on the grass verges in the front of the hall on either side of Saunders Lane. These are the private property of our neighbours.
- All music must be switched off by 11:30pm. The Hall must be cleared, cleaned, vacated and the key returned by 12 midnight due to the terms of our licence with Woking Council. The intruder alarm is automatically activated at this time. Other venues may be more suitable for your event if a later finish is required.

Failure to comply with these and the other conditions set out on the back of the Hiring Invoice may result in the full loss of your Deposit.

Full terms, conditions & information are available on the web site at [www.mayfordvillagehall.org.uk/rates.htm](http://www.mayfordvillagehall.org.uk/rates.htm)

# MAYFORD VILLAGE HALL

SAUNDERS LANE, MAYFORD, WOKING, SURREY

Registered Charity No. 305075



Mayford Village Hall is managed by a Trustee Group of unpaid volunteers and is situated between the Surrey towns of Guildford and Woking. The hall is available for public hire at times when it is not being used by local clubs, societies and organisations.

## Booking Arrangements & Hiring Rates

1st April 2020 - 31st March 2021

[www.mayfordvillagehall.org.uk](http://www.mayfordvillagehall.org.uk)



## Hire Charges - 1<sup>st</sup> April 2020 - 31<sup>st</sup> March 2021

		Ron Boarer Main Hall	Middle Hall	Meeting Room
Daytime 09:00 – 18:00	Monday – Friday per hour	£16.40	£13.50	£9.60
	Saturday & Sunday per hour	£19.70	£15.50	£11.00
Evenings 18:00 – 23:00	Sunday to Friday per hour	£19.20	£15.10	£10.70
Evenings 18:00 – 24:00	Saturday per hour	£42.60	£22.60	-
	Saturday 6 hour block rate	£213.00	£113.00	--
09:00 – 24:00	Saturday (All day 15 hours)	£344.00	£188.00	--
Children's Party Morning or Afternoon	Mon – Fri (3 hour session)	£49.20	£40.50	--
	Sat & Sun (3 hour session)	£59.10	£46.50	--

Mayford residents receive a 20% discount on all bookings. A map defining Mayford for this purpose is on the web site.

The 3 halls (Main, Middle & Meeting Room) are separately chargeable, your booking is for only the room(s) & time slot that you have specifically hired in advance and there may be another event running in the building at the same time as yours. The time that you have booked includes setting up & clearing away so please ensure you book enough time for your event. MVH is very busy so it is likely that there will be another event before or after yours on the day. You should not expect to be able to get into the hall until 10 minutes before your start time, please vacate the hall on time.

### Deposits

A deposit of £200 (special rate for Children's parties £50) will be required at the time of the booking and held against breakages and extra cleaning.

The full hire charge is payable in addition, either at the time of booking or six months before the event - whichever is the latest.

Payment of the deposit implies acceptance of all terms and conditions as listed on the back of the Invoice and will be banked by the Treasurer upon receipt.

### Cancellations

In the event of a subsequent cancellation the hire charge and the deposit will normally be returned less a cancellation fee of £20, but if less than 14 days' notice is given, only the deposit will be returned.

You are advised to arrange your own insurance to cover any unforeseen events that result in your event having to be cancelled.

### Facilities – full list, photographs & details are available on the web site [www.mayfordvillagehall.org.uk](http://www.mayfordvillagehall.org.uk)

The Main Hall is 19.8 Metres long by 7.8 Metres wide. It has access to the kitchen and double-doors leading to the garden behind the hall.

Maximum capacity 227 people, 216 if seated, 123 Dinner Dance format.

The Middle Hall is 7.4m x 5.8m with access to the kitchen. Bouncy castles are not permitted in the Middle Hall.

MVH is equipped with 100 chairs (plus another 30 if required by advance notice), 16 large tables and 6 small tables.

For children's parties an additional 62 mini chairs with 8 tables are available shared between the halls.

### Intruder Alarm

MVH is protected by a remotely monitored security system which must be disarmed when you enter the building. Instructions for this are on the back of your invoice, in the entrance lobby and on the key ring. The alarm will reactivate automatically at the end of your hire period so please ensure you vacate the building on time.

All system events are reported to the monitoring centre and logged.

Smoke & fire detection and external CCTV recording operating 24 hours a day are also in operation.