

MAYFORD VILLAGE HALL

SAUNDERS LANE, MAYFORD, WOKING, SURREY

Registered Charity No. 305075







Mayford Village Hall is managed by a Trustee Group and is situated in a semi-rural location 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 2010 - 31st March 2011

www.mayfordvillagehall.org.uk

To make a booking or for any other enquiry

	Telephone	Letting Officer 01483 715707 (preferred contact method, 9am - 9pm)
	Mobile	07840 894593 (9am - 9pm)
	email	info@mayfordvillagehall.org.uk
	Post	Mayford Village Hall, Saunders Lane, Mayford, Woking, Surrey, GU22 0NN

Responsibilities of the Hirer

- Arrange for the removal of all rubbish, bottles, tins etc from the hall premises (including the outside area) at the end of the hire period
- Leave the Hall in a clean condition throughout
- Return all chairs and tables to their designated stores after use
- 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 the discretion of the Trustees, additional charges made and/or forfeiture of the deposit.
- 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

Other Conditions and Notices

- All items of furniture must be lifted and not dragged across the Hall floor
- Under no circumstances must anything be hung, pinned or otherwise affixed to any part of the walls, ceiling or lights of the Hall. Please use fixing eyes provided
- The ladder in the store room is not to be used by the hirer
- Cutlery and tea towels are not provided
- If there is any difficulty with the lighting, all fuses for the Main Hall are to be found in the main store room
- Fireworks and their use are strictly forbidden both inside and outside of the building
- All 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
- Please note that Mayford Village Hall Trustees work closely with the Surrey Police Neighbourhood Officer for Mayford who is provided with details of weekend bookings
- All music must be switched off by 11:30pm
- The Hall must be cleared, cleaned, vacated and the key returned by 12 midnight

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

Hire Charges - 1st April 2010 - 31st March 2011

	Main Hall	Small Hall
Daytime 09:00 - 18:00	Monday - Friday Saturday & Sunday	£11.50 per hour £13.50 per hour
Evenings 18:00 - 24:00	Sunday - Thursday Friday & Saturday	£13.50 per hour £130 (6 hour session)
All Day 09:00 - 24:00	Saturday & Sunday Both Halls	£184 £250
Childrens' Party Rate Morning or afternoon	Monday - Friday Saturday & Sunday	£31 (3 hour session) £39 (3 hour session)

Mayford residents receive a 20% discount on all bookings

Friday & Saturday evening bookings of less than 6 hours will be taken only at the discretion of the Letting Officer. Bookings will be charged on a pro-rata basis for the hours required.

Prior arrangements and an additional charge is made if the Hirer wishes to use the Small Hall

Deposits

A deposit of £200 (special rate for Childrens' 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.

Note: Payment of the deposit implies acceptance of all terms and conditions 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.

Facilities - photographs are available on the web site www.mayfordvillagehall.org.uk

The Main Hall is 19.8 Metres long by 7.8 Metres wide. It has a large serving hatch to the kitchen and double-doors leading to the grassed area behind the hall. It is equipped with 117 chairs, 14 large tables and 5 small tables.

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

For childrens' parties an additional 32 mini chairs with 4 tables are available.

The Small Hall is 6.2 Metres long by 5.8 Metres wide with two serving hatches into the Kitchen. There are 31 chairs, 4 large tables and 2 small tables available for use.