



ROSE ASH VILLAGE HALL

HIRING THE HALL

Booking Form

ORGANISATION NAME (if any)	
MAIN CONTACT NAME	
FUNCTION DATE (day/month/year)	
ADDRESS	
POSTCODE	LAND LINE:
EMAIL:	MOBILE:
EVENT NAME	
PLEASE DESCRIBE YOUR EVENT	

TIME PERIODS AVAILABLE	FEE - INCLUDES HALL + KITCHEN
MORNING: 08:30 – 13.00	£30 per session
AFTERNOON: 13:00 - 17:00	£30 per session
EVENING: 17:00 - 23:00	£30 per session
FULL DAY: Negotiable	Contact our Booking Secretary (see details below)
Community Events	Attract a 50% discount

Start time:		End time:	
Please provide your full start/end date and time, including setting up and clearing away.			

Would you like the Committee to run a licensed bar for your event? (fee on request)	YES ☐	NO ☐
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⚠ THE MAXIMUM NUMBER OF PEOPLE permitted in the hall at any time is eighty.

The hirer is responsible for adhering to our safety standards and is also liable for breakages. The Village Hall Committee holds a full premises licence covering the sale of alcohol until 11pm when the Committee runs the bar. If you wish to sell alcohol yourself, you must apply for your own Temporary Event Notice (TEN) from North Devon Council and send a copy of it to the Booking Secretary PRIOR to your event.

PLEASE NOTE THERE IS VERY LIMITED CAR PARK FACILITIES

UNLESS BY PRIOR ARRANGEMENT WITH THE BOOKING SECRETARY

ACCESSIBILITY:

The Hall has separate toilets for ladies and gents. There is also full accessible/disabled toilet on site. Please contact the Booking Secretary in advance if any of your guests have accessibility requirements so we can help you plan.

END OF HIRE:

The Hall must be left clean and re-hireable. A cleaning checklist is displayed in the kitchen and covers the Main Hall, Kitchen, Toilets and a Final Walkaround - please complete it before you leave. Failure to leave the Hall in a clean and re-hireable condition may result in an additional cleaning charge (see **Terms & Conditions**, section 6).

I AM THE HIRER OF THIS EVENT:

I agree to adhere to the **Terms and Conditions of Hire** including the cancellation policy. I understand that extra or penalty charges will be required should any of the stipulations be breached, and I recognise that the premises must be left in a re-hireable condition at the end of the agreed hire time.

Signature of hirer: _____ Date: _____

Send a signed copy of this form along with the full payment to:	Payment method:
Booking Secretary Rose Ash Village Hall, Rose Ash, South Molton, EX36 4RB Email: bookingsecretary@roseashvillagehall.co.uk	<i>Cheques payable to: Rose Ash Village Hall</i> Ref: Date of your event Account Number 61002836 Sort Code 55 50 29

	Please email a screenshot/confirmation of your payment to the booking secretary
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ROSE ASH VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

1. The Hire Agreement

These Terms and Conditions apply to every booking of Rose Ash Village Hall ("the Hall") and form part of the agreement between the Hirer and Rose Ash Village Hall Committee ("the Committee"). By signing the Booking Form, the Hirer agrees to be bound by these Terms and Conditions.

2. Fees and Payment

- Hire fee: £30 per session (Morning, Afternoon or Evening), including use of the hall and kitchen. Full-day hire is negotiable - contact the Booking Secretary.
- Full payment is required at the time of booking, along with a signed copy of the Booking Form.
- Bookings are not confirmed until payment and the signed form have been received.

3. Cancellation Policy

The Committee incurs costs in reserving the Hall and turning away other enquiries once a booking is confirmed, so the following cancellation charges apply, based on the number of days' notice given before the event:

- **More than 8 weeks (56 days) before the event:**
full refund, less a £10 administration fee.
- **Between 4 and 8 weeks (28-56 days) before the event:**
50% of the hire fee is retained.
- **Between 2 and 4 weeks (14-28 days) before the event:**
75% of the hire fee is retained.
- **Less than 2 weeks (14 days) before the event, or non-attendance without notice:**
100% of the hire fee is retained; no refund is given.

The Committee reserves the right to re-let a cancelled slot; this does not affect the cancellation charge due from the original Hirer. Cancellations must be made in writing (email is acceptable) to the Booking Secretary: bookingsecretary@roseashvillagehall.co.uk

4. Capacity and Safety

- The maximum number of people permitted in the Hall at any time is eighty.
- The Hirer is responsible for the safety and good conduct of all guests and for adherence to fire safety and other safety standards during the hire period.
- The Hirer is liable for the cost of any breakages or damage to the Hall, its fixtures, fittings, or equipment occurring during the hire period.
- Fire exits must be always kept clear, and the Hirer should familiarise themselves with the location of fire extinguishers and the assembly point before the event begins.

5. Alcohol and Licensing

- The Committee holds a full premises licence and can run a licensed bar for hired events until 11pm as an optional paid service.
The fee for this is available on request from the Booking Secretary
bookingsecretary@roseashvillagehall.co.uk
- If the Hirer wishes to sell alcohol themselves, rather than using the Committee's bar service, the Hirer must obtain their own **Temporary Event Notice (TEN) from North Devon Council, allowing a minimum of 21 days for it to be processed**. A copy of the **TEN** must be sent to the Booking Secretary before the event.
- The Committee does not charge a separate fee for the use of its own premises licence where the Hall Committee is running the bar.

6. Accessibility

The Hall has separate toilet facilities for ladies and gents. There is currently no dedicated accessible/disabled toilet on site. Hirers expecting guests with accessibility requirements should contact the Booking Secretary in advance so that arrangements can be discussed.

7. Cleaning and End of Hire

- The premises must be left in a clean, tidy, and re-hireable condition at the end of the hire period, including any agreed setting-up and clearing-away time.
- **A cleaning checklist is displayed in the kitchen**, covering the Main Hall, Kitchen, Toilets and a Final Walkaround (bins emptied, lights and heating off, doors locked, keys returned). Hirers are asked to complete this checklist before leaving.
- Where the Hall is not left in a satisfactory condition, the Committee reserves the right to charge the Hirer a reasonable additional cleaning fee, deducted from any deposit held or invoiced separately.
- All rubbish, decorations and personal belongings must be removed at the end of the hire period unless otherwise agreed.

8. Damage, Breakages, and Insurance

- The Hirer is responsible for any loss, breakage or damage to the Hall or its contents arising from the hire, and for making good any such loss or damage.
- **The Committee strongly recommends** that Hirers running public events, or events involving higher risk activities (e.g. bouncy castles, live music, large gatherings), hold their own public liability insurance.

9. Noise and Neighbours

The Hall is in a quiet village setting. Hirers must ensure noise is kept to a reasonable level, particularly after 22:00, and that guests leave the site and car park area quietly and considerately.

10. Right to Refuse or Terminate

The Committee reserves the right to refuse a booking, or to terminate an event with immediate effect, where the Hirer breaches these Terms and Conditions or where the safety of guests, staff or the property is at risk.

11. Agreement

By signing the (separate) Booking Form, the Hirer confirms they have read, understood, and agree to be bound by these Terms and Conditions of Hire.

Rose Ash Village Hall

Hall hire Terms and Conditions

September 2026