



## Making a Booking

### How to book the hall or meeting room.

- 1 Read the Conditions of Hire, and check the online diary to make sure your proposed time is available.
- 2 Complete the online form and submit it. Any queries should be directed, by email, to the Bookings Secretary: [hall.bookings@stoneaston.org.uk](mailto:hall.bookings@stoneaston.org.uk)  
(If email is not available, please phone 01761 86 88 80.)
- 3 The Bookings Secretary may request additional information from you, including your insurance arrangements and any required risk assessment.
- 4 If everything is in order, the Bookings Secretary will send you a completed "Hiring Agreement", together with copies of the "Conditions of Hire" and "Notes for Hirers".
- 5 Please indicate your acceptance of the Hiring Agreement by paying the full hiring fee and any deposit into the Village Hall bank account, using the unique reference provided on the Hiring Agreement:

Account name: Ston Easton Village Hall  
Bank: NatWest plc  
Sort code: 60-14-24  
Account number: 55500390  
Reference: as specified on the Hiring Agreement.

- 6 Your booking will only be confirmed once full payment has been received.  
Once the booking is confirmed you will receive:
  - details of where you may collect the key at the start of your hire period;
  - a copy of the checklist, outlining what needs to be done before, during, and after your hire period. It is the Hirer's responsibility to ensure that everything listed is carried out before leaving the premises.
- 7 Any queries relating to the hire of the hall should be emailed to the Bookings Secretary well in advance of the event where possible: [hall.bookings@stoneaston.org.uk](mailto:hall.bookings@stoneaston.org.uk).  
If there are no queries, it will be assumed that you have read, fully understood and accepted all instructions, conditions, requirements etc.

## Schedule of charges (individual events)

	Charges per hour (including heating if required)
Hall	£12
Meeting Room	£6

The minimum hire period for individual events is 2 hours, with part hours rounded up to the next full hour, and the hire period includes setting up and clearing up time, so please allow for this. (Note that this does not apply to regular bookings – see below.)

A deposit may be required at the time of booking. This deposit is entirely at the committee's discretion, and will be returned within 48 hours of the event provided there has been no damage to the building or its contents (post event assessment will be carried out by a committee member). The deposit does not remove any further obligation to make good any loss or damage as described in the Conditions of Hire.

## Regular (block) bookings

For regular or block bookings please fill in the online application form as for an individual event, using the date and time of the initial booking, and explain your repeat booking requirements in the "Additional Information" box. The Bookings Secretary will contact you to discuss special discounted rates and conditions as appropriate.

## Community and charity events

Please indicate on the booking form if your booking is for a local community event or for a recognised charity. The committee will be pleased to consider a substantially reduced booking fee for such events, but this will depend on available funds and anticipated costs, and shall be entirely at the discretion of the management committee.