



Torpenhow Village Hall
Wedding Booking Conditions

1. The hire fee of £450 is due one month prior to the booking, failure to pay will result in cancellation of the booking.
2. The hirer must agree beforehand the start and finishing times of the function and the additional time required for preparation, cleaning and clearing of the hall.
3. No sale or supply of intoxicating liquor will be allowed except under the authority of a Temporary Event Notice (the responsibility for obtaining and evidencing which is on the hirer), or by arrangement with the Village Hall Committee.
4. The hirer is responsible for ensuring the good behaviour of their guests including leaving the venue quietly.
5. The hirer must take care to ensure that no unnecessary disturbance is caused to local residents, and there is no obstruction to traffic. In particular, the outer doors of the hall must remain closed after 10.00pm, and guests attending the function must be advised to make sure that driveways to village properties are not obstructed.
6. The hirer must ensure that nothing is attached to the walls of the building and that no fixtures or fittings are removed.
7. All breakages and damage to village hall property must be declared and paid for by the hirer within 14 days of the event.
8. The hirer is responsible for clearing up after the function, including the disposal of waste, and for leaving the premises and environs in the state in which they were found.
9. Queries to be addressed to the Bookings Secretary by phone on 07803 619725 or by email to torpenhowvillagehall@gmail.com

I accept the above conditions applicable in relation to hire of Torpenhow Village Hall for a Wedding Reception on Saturday (date) from (start time) to (end time) which includes the hire of the hall from midday on Friday (date) to Sunday (date).

Designated hirer

Date