

# IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL

Reg. Charity No. 1095817  
[www.ibbertonvillagehall.co.uk](http://www.ibbertonvillagehall.co.uk)

## Bookings Policy

If you are a new hirer or just considering using the Hall, the Bookings Secretary will arrange to meet you at the venue and discuss your requirements.

If you know exactly what you want to book, please check availability on our online calendar and complete the online form.

If you are not sure what you want to book, or have a general booking enquiry, please complete form, giving us as much information as possible.

Our volunteer bookings team will respond to you as soon as possible, usually within 48 hours.

### IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL

You must be aged 21 or over to book the Village Hall.

Please check the calendar below to ensure the date you want is available, complete the on-line booking form and submit. This form will go to our Booking Officer electronically who will then be in touch to confirm the booking (or otherwise) and arrange payment. Payment can be bank transfer, cheque or cash.

If you are not able to book online, booking request forms are available from the download button at the base of this page or from the Hall Bookings secretary [ibbertonvillagehall@gmail.com](mailto:ibbertonvillagehall@gmail.com) or Telephone 01258 817269

Hall Capacity: Hall bookings are operating with normal people limits of 70 seated or 100 standing for hall-based events.

For Charges, please remember to allow time for setup and take down.

Deposit: You will be required to provide a deposit in addition to the Hire Charge. The deposit will be returned post-event provided all the conditions of Hire are met, the Hall has been secured after us, and the condition of the Hall after use has been checked and approved as acceptable by an Officer of the Village Hall Committee. The size of that deposit will normally be: 10% of the total booking fee

Any breakages of glasses or china £3 per item. This will be deducted from the deposit before return.

Refund: If the Hirer wishes to cancel the booking refunds are at the Trustees' / Committee discretion. Please refer to your hiring agreement for further booking terms and conditions.

NB/ Please read the Terms and Conditions of Hire & Leaving the Hall checklist carefully to understand all the relevant conditions relating to the return or forfeiture of your deposit. It is also a condition of Hire that you read, understand and accept our Health, Safety, Fire and Hygiene Policy and as well as our Safeguarding Policy. See Documents page on the web site

You will be required to present 2 forms of personal identification as a condition of acceptance of your booking. These must be:

An official photo ID - i.e. A Driving License or Passport

A Current Utility Bill - Showing a current address for the Hirer

Thanks for your interest in IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL