

## How do I Hire Wanborough Village Hall and Licensing Arrangements

1. If you are considering booking Wanborough Village Hall for a private function, group or fundraising activity please visit [www.wanborough.info/vhall.html](http://www.wanborough.info/vhall.html) or contact the Lettings Secretary to check availability / charges etc. Please review the Terms & Conditions of Hire and ensure the hall is suitable for your needs (eg. Permitted maximum numbers; permitted times of hire; facilities included / not included etc)
2. To book Wanborough Village Hall you need to complete and sign a Hiring Agreement Form, make payment and comply with the Terms & Conditions of Hire.
3. Payment for the hire is to be made by BACS (Wanborough Village Hall Committee Lloyds Bank; Sort Code: 30-98-41; Account No: 01189604). **Please put surname and date of hire as reference on BACS payments.**
4. The hall has a full premises licence which includes the provision of regulated entertainment and supply of alcohol. However, permission will be required for your specific event from the Designated Permitted Supervisor. If /you are planning to sell alcohol at your event you need to complete and sign the Licensable Activities Permission Section of the booking form (Part D) for review and approval. This negates the need for organisers to gain a Temporary Event Notice from Swindon Borough Council. There is a fee for this permission to cover our annual licence renewal costs.
5. If your event would like permission to use “extended” hours or erect a marquee in the garden / car park, then a request will need to be submitted on the Licensable Activities Permission section of the form. NB. Extensions for parties / discos to run beyond 2400hrs are highly unlikely due to the impact on village hall neighbours.

The Licensing Act of 2003 has four main objectives:

- To prevent crime and disorder
- To promote public safety
- To prevent public nuisance
- To protect children from harm.

Your assistance in meeting these objectives is key to Wanborough Village Hall retaining a full premises license – please behave responsibly and respect the community who live around the Hall.

6. Please complete the Hiring Agreement Form (including the Licensable Activities Permission Section if required) and return to the Lettings Secretary in time to allow the Designated Permitted Supervisor a minimum of 2 weeks to review and approve / reject.
7. Details on how to access the hall will be provided on completion of booking.
8. All waste must be disposed of in the general or recycling bins (or taken home). Abuse of this arrangement will result in the facility being removed. Recycling bins take paper and card only. Glass is to be recycled by the Hirer.
9. Points of contact:  
Wanborough Village Hall Lettings Secretary:  
Karen Hawkins Email: [vvhlettings@gmail.com](mailto:vvhlettings@gmail.com) / Mobile: 07823490153

Wanborough Village Hall Chair:

Dion Dean Email [d.bingham@hotmail.com](mailto:d.bingham@hotmail.com) / Mobile: 07841 866773