

## **How to hire Wanborough Village Hall**

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) where you will be able to **check availability and provisionally book** (select the available date on the calendar, **click the “+” icon** and follow the instructions to create an account and generate a booking request)
2. 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). For any queries, first check the website <https://www.wanborough.info/vhall.html>. If still unclear please call 07823 490153 (be prepared to leave a message for a call-back).
3. To **confirm your booking** at Wanborough Village Hall you need to complete and sign a Hiring Agreement Form, send it to the Lettings Secretary and make payment by BACS **within 2 weeks** of your provisional booking (or your booking will be cancelled)
4. 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.**
5. If necessary, apply to Swindon Borough Council for a **Temporary Event Licence** by visiting: [https://www.swindon.gov.uk/info/20027/licences\\_and\\_permits/99/apply\\_for\\_a\\_temporary\\_event\\_license](https://www.swindon.gov.uk/info/20027/licences_and_permits/99/apply_for_a_temporary_event_license). Select Premises using “Wanborough Village Hall, High Street, Wanborough, SN4 0AD”. The cost of a Temporary Event Notice is £21, payable to SBC. You need to do apply at least 10 days prior to the event.

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. If your event would like permission to use “extended” hours, or erect a marquee in the garden / car park, then please make a request of the Lettings Secretary. Note that extensions for parties / discos to run beyond 2330hrs are highly unlikely due to the impact on village hall neighbours.
7. Details on how to **access the hall** will be provided shortly before your event by the Lettings Secretary.
8. Instructions to use the **AV equipment** can be supplied on request to the Lettings Secretary.
9. All **waste** must be disposed of in the general or recycling bins (or taken home). The hall must be left in a clean and tidy state. 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.
10. Points of contact:  
Wanborough Village Hall Lettings Secretary:  
Karen Hawkins Email: [vvhlettings@gmail.com](mailto:vvhlettings@gmail.com) / Mobile: 07823 490153

Wanborough Village Hall Chair:

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