

Wanborough Village Hall

Registered Charity No. 267126

How to 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 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 and comply with the Terms & Conditions of Hire (available from the Lettings Secretary).
3. Payment for the hire / deposit can be made by: cheque (Wanborough Village Hall) or 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 cheques or BACS payments.** If paying by cheque please provide a separate deposit cheque (£50 per day) which will be returned to you if no damages are incurred etc (see 1n of Terms & Conditions of Hire).
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, sign and submit the Licensable Activities Permission Form for review and approval (available from the Lettings Secretary). 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 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:

- a. To prevent crime and disorder
- b. To promote public safety
- c. To prevent public nuisance
- d. To protect children from harm.

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

6. Please complete the Hiring Agreement Form (and Licensable Activities Permission Form 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.*
*In the unlikely event of a rejection the organiser can submit a Temporary Event Notice to the Borough Council Licensing Department. See www.swindon.gov.uk for further information.
7. The key can be collected and returned at a mutually convenient time.
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.
9. Points of contact:
Wanborough Village Hall Lettings Secretary: Karen Hawkins
Email: ladybarkerhawkins@gmail.com/ Mobile: 07799 856000

Wanborough Village Hall Chairman / Designated Permitted Supervisor: Mrs Tessa Lanstein
Email: tessaannlanstein@gmail.com / Mobile: 07795 057420