



## **Welcome to Swanton Morley Village Hall**

Thank you for your enquiry for the use of Swanton Morley Village Hall. Our village hall is a modern building, set in the heart of the picturesque village of Swanton Morley. The hall is well equipped for a variety of occasions. We have a main hall, a smaller meeting room, commercial kitchen facilities and a licensed bar. For those wanting to hold an outdoor event or play outdoor sports, we have a large field comprising of 2 football pitches as well as indoor changing facilities. There is also a large, gravelled car park, adequate for even the biggest events.

Our main hall can hold 280 people standing or 180 people seated. We are fully licensed by the Performing Rights Society, so you are welcome to provide any type of musical entertainment for your guests. We have full Wi-Fi facilities and can accept debit and credit card payments for both booking fees and at the bar.

Whether you wish to use our hall for a large wedding reception, a small charitable event or even to start up a new club, we are sure that we have the facilities to accommodate you, at a price you will welcome. If you would like to take a look around the hall or discuss the needs of your event, please do not hesitate to contact us on 01362 637166.

We look forward to seeing you soon.

*Swanton Morley Village Hall Team*

## Hall Hire Fees

No Bar		
Room	Hourly Rate	Deposit
Main Hall	£12	A non-refundable deposit of 10% of the total cost or £10 (whichever is the greater) is required at the point of booking
Hilton Room	£10	
Extension (Nursery)	£10	
Bar area	£9	
Combination of any 2 rooms	£18	
Kitchen only In addition to room hire	£10 £5	

Hours booked for hire must include time to set up and clear away

### Discounts

10% for regular booking (6 or more classes/sessions or repeat booking of less frequent event made at the time of the event)

Packages Including Bar (full details overleaf)				
Package	Rate	Additional Hourly Rate	Charity Rate	Deposit
<b>Bronze Package</b> Whole venue from 6pm + bar	£185	£12	£120	A non-refundable deposit of £50 is required at the point of booking
<b>Silver Package</b> Whole venue from 2pm + bar	£230	£12	£160	
<b>Gold Package</b> Whole venue for 24hrs + bar	£400	£12	£325	
<b>Platinum Package</b> Whole venue from 5pm Friday-midday Sunday	£580	£12	£500	

\*\*\*For weekend events excluding a bar, hourly rates apply\*\*\*

Overnight events can be accommodated by special arrangement.

**Prior to your event, a member of the Village Hall team will meet with you onsite at a mutually convenient time, to hand over an access card to the building. They will show you where all items are, including kitchen equipment (if applicable) and cleaning materials. They will also provide you with instructions on how to secure the building after your event.**

## Packages – Full Details



Our bronze package allows everything you need for a party at an affordable price. With our bronze package you receive:

- Sole access to the whole premises from 6pm on the evening of your party, allowing time for a DJ to set up or decorating to be done
- Use of our commercial kitchen facility
- A fully staffed bar for the duration of your party – our bar stocks a good selection of drinks, however, if you have any special requests or requirements, we will endeavour to accommodate your requests
- Use of our tables and chairs
- Use of our crockery and cutlery
- Use of our staging
- Last orders at 11.45pm and the hall to be cleared by 1am
- Subject to availability, your booking can be extended at a rate of £12 per hour
- **Low cost at only £185 for the evening**

\*discounted for charities and charitable events (£120)



Our silver package includes everything that you receive with the bronze package, but with more time to set up. With our silver package you receive additional benefits as follows:

- Sole access to the whole premises from 2pm on the afternoon of your party, allowing plenty of time to set up
- We will issue you with a pass so that you can come and go as you please whilst setting up
- Subject to availability, your booking can be extended at a rate of £12 per hour
- **Extra time to make your party special for only £230**

\*discounted for charities and charitable events (£160)



Our gold package offers use of the village hall for a full 24 hours, particularly good for those who want to put off the tidying up – at least until the next day. The gold package includes everything that you receive with the silver package, plus the additional benefits below:

- Enjoy the day of your party without the worry of the clearing up. Put this off until the next day! We will extend your booking until the same time the following day so that you can come back with your team and tidy up.
- Subject to availability, your booking can be extended at a rate of £12 per hour
- **All this extra time for a package price of £400**

\*discounted for charities and charitable events (£325)



Our platinum package gives ultimate peace of mind for your event. It's ideal for wedding receptions and large family gatherings or for other weekend events. The platinum package includes everything that you receive with the gold package plus the additional benefits below:

- Don't want to be setting up on the day of your event? That's no problem because we will give you access to the building at 5pm the evening before so that you can get the premises decorated and then go home, safe in the knowledge that everything will be ready for you when you arrive the next day – just as you left it.
- We appreciate that bigger events take longer to tidy up, so extend your hire until midday the day after your event. You can leave the hall after your party and come back the next day with your team to tidy up.
- Subject to availability, your booking can be extended at a rate of £12 per hour
- **Our best package possible comes at only £580**

\*discounted for charities and charitable events (£500)

## Useful information

- Costs include use of tables and chairs
- Kitchen hire includes use of crockery, cutlery and all kitchen equipment
- Glasses can be provided on request
- We have Wi-Fi within the building, the codes for which can be obtained from the Bookings Secretary
- We accept debit and credit cards
- We have 2 first aid kits onsite – in the foyer and in the kitchen, as well as a defibrillator – outside the front door
- A non-refundable deposit of £50 is required for any bar event
- A non-refundable deposit of 10% or £10 (whichever is the greater) is required at the point of booking for any non-bar event
- A damage deposit of £100 is required for any bar event or overnight hire of the hall
- Our insurance does not cover high risk items such as bouncy castles. Please ensure that you have discussed insurance with your bouncy castle provider to ensure that they have covered you under their insurance or that you have your own insurance in place.
- Our building is a licensed premises, so you cannot bring alcohol onto the site. For wedding receptions, a corkage arrangement can be made with us. The number of bottles you wish to bring onto the site must be declared to us 1 week in advance of the event. Current corkage charges are as follows and we do not allow any other alcoholic beverages other than those listed:

Table wine	£2.75 per 75cl bottle
Sparkling wine	£3.30 per 75cl bottle
Pimms	£8.25 per 70cl bottle
Pimms	£11.00 per 1l bottle

- Please contact the Bookings Secretary if you wish to discuss this further
- We are happy to supply glasses for drinks brought in under a corkage agreement
- You are responsible for any damage or breakages that occur during your booking
- **You are expected to leave the hall as you find it – removing waste, sweeping and cleaning as necessary**

## Conditions of Hire

The following conditions of hire must be read, and the booking form signed before the booking is accepted:

1. Bookings can only be made by arrangement with the Bookings Secretary. Tel: 01362 637166 / admin@swantonmorley.org
2. Bookings can only be made by persons 18 years or over.
3. No date is secure until the deposit has been received and acknowledged. The deposit is non-refundable and in the event of cancellation by the hirer, the full fee is due unless a minimum of 7 days' notice is given prior to the event.
4. The balance of the funds is due 7 days before the event. If funds are not received and cleared in the village hall's bank account 5 days before the event, then Swanton Morley Village Hall reserves the right to cancel the event.
5. All events must be run in accordance with the licenses of Swanton Morley village Hall. These licenses are on display in the bar and copies can be obtained upon request.
6. All codes for entrance door and intruder alarm must be kept confidential by the hirer.
7. The entrance card issued remains the property of Swanton Morley Village Hall Trust and must be returned immediately after the event.
8. **No alcohol may be taken into the hall or onto the grounds of the village hall with the exception of a corkage agreement for table wines and entrance drinks.**
9. All hirers serving food must abide by basic food safety techniques. These can be found in the kitchen.
10. All hirers must appoint a named person to be responsible for fire safety rules observance. This person will be responsible for ensuring that all guests know what to do in the event of a fire. All fire exits are clearly marked, and the fire assembly point is in the car park by the recycle bins. The full fire safety procedures are in the foyer.
11. All fire exits are to be kept totally clear of obstructions and impediments.
12. Due to the automated smoke detection system in the building, **smoke machines must not be used.**
13. **It is the responsibility of each hirer to leave the village hall in a clean and tidy condition.** All rubbish must be disposed of in the outside dustbin and new bin liners should be inserted in the bins which must all be emptied. If the outside bins are full, please put rubbish in black bin liners and place beside the bins.
14. The hall floor and other areas should be swept clean at the end of the event.
15. All kitchen items used must be washed up and put away. Surfaces must be wiped with provided disinfectant. This includes the surfaces of tables used.
16. Any electrical appliances taken into the building must be Portable Appliance Tested to ensure safety.
17. Prior to leaving the building, all lights and heaters must be turned off and all windows and doors, shut and locked.
18. The alarm must be set on exit of the building in accordance with the instructions. The hirer will be liable for any call out charge incurred by our security company if the alarm has not been set properly.
19. All evening functions must finish in accordance with the terms of the booking form and the hall must be cleared by 1am at the latest.
20. No smoking or vaping. It is against the law to smoke in these premises and vaping will interfere with our automated smoke detection system.
21. No fireworks without prior consent from the Bookings Secretary.
22. No sky lanterns or balloons may be released from this premises.
23. Nothing may be attached to the walls or the fabric of the building unless authorised by the Bookings Secretary
24. Any damage or breakages should be reported to the Bookings Secretary as soon as possible and will be charged for.
25. Please report any accidents to the Bookings Secretary and if any item has been removed from the first aid boxes.
26. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as a result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Swanton Morley Village Hall
27. The hall must be left in the same clean and tidy condition as it was at the start of the hire.
28. If any of these conditions are breached, then any deposits will be forfeited, and future bookings may not be accepted.
29. **Swanton Morley Village Hall works with Norfolk Constabulary and may share information of our bookings in order to prevent crime and disorder. By placing my booking, I acknowledge and accept this.**

## Hirer's Privacy Notice

When you hire the Village Hall or hold an event on the Playing Field, the personal information you provide, such as name, address, email address and phone number will be processed and stored so that it is possible to contact you, respond to your correspondence, provide information and send invoices and receipts relating to your hire agreement.

**Your personal information will not be shared with any third party without your prior consent.**

### The Right to Process Information

Swanton Morley Village Hall Trust has the right to process information under GDPR Article 6 (1) (a) (b) and (c) when:

Processing is with consent of the data subject.

or

Processing is necessary for compliance with a legal obligation.

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

### Information Security

Swanton Morley Village Hall Trust has a duty of care to ensure the security of your personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

### Your Rights

#### Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer.

#### Information Correction

If you believe that the information we have about you is incorrect, you may contact us via any method detailed at the head of this document so that we may update it and keep your data accurate.

#### Information Deletion

If you wish Swanton Morley Village Hall Trust to delete the information about you, please contact us via any method detailed at the head of this document.

#### Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the Data Protection Officer

#### Rights Related to Automated Decision Making and Profiling

Swanton Morley Village Hall Trust does not use automated decision making or profiling of personal data.

### To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep them up to date in protecting your data.

### Complaints

If you have a complaint regarding the way your personal data has been processed you may present your complaint to Swanton Morley Village Hall Trust via the Data Information Officer as detailed below, or to the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

The Data Protection Officer can be contacted as follows:

Clerk to Swanton Morley Parish Council

Swanton Morley Village Hall, Manns Lane, Swanton Morley, Dereham NR20 4NP

Tel: 01362 637166

Email: [parishcouncil@swantonmorley.org](mailto:parishcouncil@swantonmorley.org)

## Booking Form and Agreement

<b>Name</b>						
<b>Address</b>						
<b>Postcode</b>			<b>Telephone Number</b>			
<b>Email</b>						
<b>Group Name and Position in Group (if applicable)</b>						
<b>Type of event</b>			<b>Approximate No. of Guests</b>			
<b>Date of event</b>						
<b>Start Time</b>			<b>End Time</b>			
			<b>Total Hours</b>			
<b>Do you require a bar?</b>			Yes/No			
<b>If yes - Package Required:</b>						
<b>Bronze (£185)</b>		<b>Silver (£230)</b>		<b>Gold (£400)</b>		<b>Platinum (£580)</b>
<b>What time would you like the bar to open?</b>						
<b>If no – areas required:</b>						
<b>Main Hall</b>		<b>Hilton Room</b>		<b>Kitchen</b>		<b>Bar Area</b>

<b>Payment Details</b>			
<b>Total Cost of Booking</b>		<b>Deposit</b>	
<b>I enclose a cheque for my deposit</b>		<b>I have paid my deposit by BACs on (date)</b>	/ /
<b>Balance Due (amount)</b>		<b>To be paid by</b>	/ /

I have read and confirm my acceptance of the Conditions of Hire of Swanton Morley Village Hall and acknowledge receipt of the Hirers Privacy Notice.

**Signed:**

**Dated:**

Please detach and return your completed form to:  
Swanton Morley Village Hall, Manns Lane, Swanton Morley NR20 4NP  
Or [admin@swantonmorley.org](mailto:admin@swantonmorley.org)

Please remember to keep a copy of this form for your records

<b>Please make cheques payable to: Swanton Morley New Village Hall</b>	<b>BACs payments:</b> Account name: <b>Swanton Morley New Village Hall</b> Account number: <b>01204910</b> Sort code: <b>30 92 88</b>
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