

## Welcome to Swanton Morley Village Hall

Thank you for your enquiry for the use of Swanton Morley Village Hall on a regular basis. 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 uses. We have a main hall, a smaller meeting room with whiteboard and projector, commercial kitchen facilities and a licensed bar. For those wanting to hold outdoor activities or play outdoor sports, we have a large field comprising of 2 football pitches as well as indoor changing facilities. We also offer a large, gravelled car park, allowing easy access to the hall for all of your attendees.

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 members/guests/attendees. We have full Wi-Fi facilities and can provide you with the access code on request.

Whether you wish to use our hall for large club meetings, small social gatherings or even to start a new club, we are sure that we have the facilities to accommodate you, at a competitive price. If you would like to take a look around the hall or discuss the needs of your event, club or meeting, 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 (Regular Hire)

Room	Hourly Rate
Main Hall	£12**
Hilton Room	£10**
Extension (Nursery)	£10**
Bar area	£9**
Combination of any 2 rooms	£18**
Use of kitchen	£5*
Use of kitchen only	£10

\*Hourly charge for kitchen is in addition to any of the above room rates e.g. main hall + kitchen = £12 per hour

\*\*Minimum booking 1.5hrs to allow for arrival (setting up) and departure (clearing 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)

### **Weekend charges**

Normal hourly charges will apply but as we are a licensed premises, your event must have a strict 'no alcohol' policy or corkage must be paid in advance, as per our terms and conditions overleaf.

Overnight events can be accommodated by special arrangement and subject to availability.

- Includes access to the whole venue, including changing rooms
- Includes optional camping field. Please note we are unable to provide sanitary waste disposal and therefore all sanitary waste must be removed from the site for disposal.

*We are happy to provide a bar for your event if required. Please ask to see our bookings pack for bar events which provides details of the packages we offer.*

**Prior to your first day of hire, 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 or activity.**

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## 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 damage deposit of £100 is required for any bar event or overnight hire of the hall
- Our insurance does not cover high risk items. Please ensure that you have sufficient insurance cover in place for your event or activity
- Our building is a licensed premises, so you cannot bring alcohol onto the site. We are happy to order drinks in for you from our suppliers or a special corkage arrangement can be made. The number of bottles to be brought onto the site must be declared to us 1 week in advance of the event. Current corkage charges are as follows:

Table wine	£2.50 per 75cl bottle
Sparkling wine	£3.00 per 75cl bottle
Pimms	£7.50 per 70cl bottle
Pimms	£10.00 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**
- Regular hirers of Swanton Morley Village Hall will be invoiced for hire at the end of the month of hire
- Payment is due within 30 days of the date of the invoice, however, prompt payment is appreciated

## Conditions of Hire for Regular Hirers

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 completed form has been received and acknowledged.
4. Regular hirers of Swanton Morley Village Hall will be invoiced for hire at the end of the month of hire e.g. January hire will be invoiced on or around 31<sup>st</sup> January.
5. Unplanned suspension or cancellation of a booking must be notified at least 24 hours in advance, failing which full payment will be due. Exceptions may be made in extenuating circumstances.
6. It is the responsibility of the hirer to notify their attendees of any cancellation or suspension.
7. Planned suspension or cancellation of a booking must be notified at least 1 month in advance, failing which full payment will be due e.g. Notification would need to be received by 1<sup>st</sup> June for a class that stops for July/August.
8. 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.
9. All codes for entrance door and intruder alarm must be kept confidential by the hirer.
10. The entrance card issued remains the property of Swanton Morley Village Hall Trust and must be returned immediately after the last day of hire.
11. **No alcohol may be taken into the hall with the exception of a corkage agreement for table wines and entrance drinks.**
12. All hirers serving food must abide by basic food safety techniques. These can be found in the kitchen.
13. 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.
14. All fire exits are to be kept totally clear of obstructions and impediments.
15. Due to the automated smoke detection system in the building, **smoke machines must not be used.**
16. **It is the responsibility of each hirer to leave the village hall in a clean and tidy condition.**
17. The hall floor and other areas should be swept clean at the end of each period of hire.
18. 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.
19. Any electrical appliances brought into the building must be Portable Appliance Tested to ensure safety.
20. Prior to leaving the building, all lights and heaters must be turned off and all windows and doors shut and locked.
21. The alarm must be set on exit of the building in accordance with instructions. The hirer will be liable for any call out charge incurred by our security company if the alarm has not been set properly.
22. No smoking or vaping. It is against the law to smoke in these premises and vaping will interfere with our automated smoke detection system.
23. No fireworks without prior consent from the Bookings Secretary.
24. No sky lanterns or balloons may be released from this premises.
25. Nothing may be attached to the walls or the fabric of the building unless authorised by the Bookings Secretary.
26. Any damage or breakages should be reported to the Bookings Secretary ASAP and will be charged for.
27. Please report any accidents to the Bookings Secretary and if any item has been removed from the first aid boxes.
28. 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.
29. The hall must be left in the same clean and tidy condition as it was at the start of the hire.
30. If any of these conditions are breached, future bookings may not be accepted.
31. Swanton Morley Village Hall accepts no responsibility for equipment stored at the Hall. It is the responsibility of the hirer to ensure adequate insurance is in place.
32. **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.**

## Regular 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 for Regular Hirers

<b>Name of Group/Class/Activity</b>							
<b>Name of Contact</b>							
<b>Address</b>							
<b>Postcode</b>				<b>Telephone Number</b>			
<b>Email</b>							
<b>Areas required:</b>							
<b>Main Hall</b>		<b>Hilton Room</b>		<b>Kitchen</b>		<b>Bar Area</b>	
<b>Days/Times required:</b>							
<b>Day</b>	<b>Time of Booking</b>		<b>Time of Class/Group</b>		<b>(office use) Cost</b>		
<b>Monday</b>							
<b>Tuesday</b>							
<b>Wednesday</b>							
<b>Thursday</b>							
<b>Friday</b>							
<b>Saturday</b>							
<b>Sunday</b>							
<b>Frequency of Booking</b> (please indicate whether the above booking(s) is/are weekly/bi-weekly/monthly etc.)							
<b>Planned Breaks in Booking</b> (please indicate whether the booking will be suspended during holiday periods/bank holidays etc.)							

Please remember to allow time for setting up and clearing away  
\*Minimum booking 1.5 hours\*

Invoices will be sent at the end of each month via email. Please confirm the email address you would like the invoice sent to:

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If you are not able to receive email, please provide a postal address for the invoice to be sent to:

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Please confirm the name of the person responsible for fire safety rules observance:

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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*

**Swanton Morley Village Hall publishes a list of regular clubs and groups held at the hall. Please confirm you are happy to be included in this list by completing the form below. Please also supply a poster to advertise your group if available. If you would like us to promote your group via social media, please also send a jpg. version of your poster to [admin@swantonmorley.org](mailto:admin@swantonmorley.org)**

<b>Name of Group/Class/Activity</b>	
<b>Time(s) of Group/Class/Activity</b>	
<b>Name of Contact</b>	
<b>Telephone Number of Contact</b>	
<b>Email Address of Contact</b>	