



CHAMBERLIN HALL: REGISTERED CHARITY NO : 273234

CHAMBERLIN HALL BOOKING FORM

Chamberlin Hall has a good array of facilities to support your events. You are able to hire our Main Hall and/or meeting room with access to kitchen facilities if required. This form provides you with some of the basic information you will need to know about booking and using the hall.

We will ask you to provide us with information set out below but please speak to us about your booking so we can ensure we've provided you with the best price and support for your event.

Please contact our Booking Team on 07716 921514 or email chamberlin.bookings@gmail.com

Hirers Information:	
Type of Booking	Business or Organisation/ Private / Private Resident
Name	
Organisation (if applicable)	
Address	
Telephone Number	
Email Address	
Booking Information:	
Date of Event	
Time Required (including setup and clear down)	
Details of event – please provide description of what your event is for e.g. children's birthday party/ business meeting etc.	
Rooms required	Main Hall/ Meeting Room/ Whole Hall
Number of Guests expected	
Facilities required (e.g. use of kitchen for DIY refreshments/ catering, projection equipment, chairs/tables etc.	
Bar Required including timings	



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Disco Required including timings	
Any other information / requirements?	
Pricing & Confirmation Information (To be completed by Chamberlin Hall Bookings)	
Cost	
Deposit Required? (10%)	
Balance Due (to be settled 2 weeks prior to event)	
Invoiced Date	
Paid Date	

Terms and Conditions

Conditions of Hire

- Please ensure you familiarise yourself with health and safety, fire and first aid facilities on the site. Please do not block emergency exits in any way, and please note the location of these and the fire extinguishers. These are shown on a plan on the noticeboard in the entrance foyer and in the kitchen.
- Chamberlin Hall is managed and resourced by volunteers – please treat our team with respect. We have a zero-tolerance policy for any anti-social behaviour, and we reserve the right to bar individuals from our premises and/ or cancel events.
- We are a green venue and aspire to be carbon neutral – please support us by minimising your energy usage and recycle waste where you can.
- Access from the patio onto the bowls green and surrounding grass areas is not permitted.
- Please do not stick anything on the walls - there are hooks around the hall for hanging decorations.
- Chinese lanterns or fireworks are not permitted in or around the hall.
- Smoking is not permitted anywhere within the hall. The designated area is outside the main entrance on the right – please use red buckets on wall for disposing of cigarettes.
- As a licensed premises you and your guests are not permitted to bring or consume your own alcohol onsite. If you wish to bring your own alcohol, discuss this as part of your booking and a corkage fee arrangement may be agreed.
- Bar staff are instructed to ask for ID if they believe that someone is under 21 and will refuse to serve anyone without the correct ID whom they believe to be underage.
- The hirer is responsible for their guests. Any unreasonable behaviour must be dealt with by the hirer.



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- Last orders at the bar will be 11.15pm.
- All activity must finish by 11.30pm and guests to have left by midnight.
- The hall needs to be cleared for locking up by 12.30am.
- The hall is run by a dedicated group of volunteers, so please leave it as you found it.
- All tables and chairs are to be stacked (7 chairs to a stack) and packed away neatly in the storeroom.
- The main hall should be swept and the carpet in the side room hoovered if this room has been used (Cleaning equipment can be located in the cleaning cupboard located in the foyer and/or the kitchen).
- The kitchen should be left clean and tidy.
- All rubbish to be bagged and put in the bins at the rear of the car park – recycling bins are available.
- Please be ready to leave the hall at the time requested.
- Please ensure all guests leave quietly, so as not to disturb the neighbours.

Booking Fees

Chamberlin Hall facilities will be provided at the rate agreed for each specific booking. Once your requirements have been agreed, you will be provided with a quote for the services you want.

Duration	Main Hall	Meeting Room	Exclusive
Hourly	£20.00	£15.00	£35.00
Bildeston Residents will get a 20% discount on hourly hire rate			

Supplements	Charge	Notes
Plus Bar/Refreshments	£50 per session	1 session = 4 hrs
Disco – including DJ, Lights, Smoke machine	£20 per Hour	Min. Charge of £50 Subject to DJ Availability
Set up / Clear up Service	£15 per hour	Min. Charge of £15 Subject to availability of resources
Damage deposit	£150	For general inconvenience and cleaning Note - Booking T&Cs apply - full costs for any material damage will be passed on, including labour



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DIY Refreshments	FOC	Bring your own tea/coffee Kettle/Urn and Cups available
Wi-Fi	FOC	Open (BT Guest)
Audio/Visual Equipment/PA System	FOC	Projector & Screen, Hearing Loop, Audio, PA System connected via Bluetooth

Terms of Payment

For ad-hoc bookings, invoices will be raised on completion of booking forms. Full payment for all ad-hoc bookings will be required 14 days before the event. Failure to provide full payment in advance may result in access to the venue being restricted.

For larger bookings a 10% deposit may be required at time of booking, with the remainder being payable 14 days before the event.

Hirers will be liable for any damage or additional cleaning required. For larger events, a refundable damage deposit of £150 will need to be paid prior to the event. This will be refunded once we are satisfied that no damage has occurred, or extra cleaning is necessary. Hirers will need to provide bank details to refund damage deposit post event.

For regular bookings (clubs and classes etc.), invoices will be raised at the end of each month in arrears and payments are due within fourteen days of the invoice date. Interest may be charged at 2% above bank base lending rate on any invoice not paid within this period.

Cancellation

Any cancellation must be received via email to enquiries@chamberlinhall.com. Cancellation fees will be calculated as follows:

- 14 to 28 working days - 10% booking fee is non refundable
- 7 to 14 working days - 50% of booking fee is non refundable
- 0 to 7 working days - 100% of booking fee is non refundable

Equipment and Facilities

Equipment requirements will be agreed and any associated costs included in the booking form. Chamberlin Hall will provide access, information, records, materials, working space and other facilities as may be required to provide the services booked.



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If there is any damage to premises or equipment, hirers will be liable for payment of full costs for any material damage, repairs and replacements, including labour.

Confidentiality & Privacy

All information passing between Chamberlin Hall and the Hirer will be treated as confidential and will not be disclosed to any third party without the prior written consent of the other.

We collect your personal data solely for the purpose of managing your booking and providing the requested services. Your information will be stored securely and will not be shared with third parties without your consent, unless required by law. By submitting this form, you agree to our processing of your data in accordance with the UK GDPR. For more details, please see our Privacy Policy. By completing this form, you are consenting to us holding your personal data. You will automatically be registered to receive communications from us – you will have the right and option to opt out of any communications you do not wish to receive at any time.

Liability

Hirers are responsible for the health and safety of their own events and guests.

Business hirers and suppliers are expected to be fully insured and to comply with regulations associated with their service sector.

Chamberlin Hall will not under any circumstances whatever, be liable for any loss or any consequence of any loss howsoever caused, arising out of the supply of services.

Chamberlin Hall is a charitable organisation and operates in line with Charity Commission requirements.

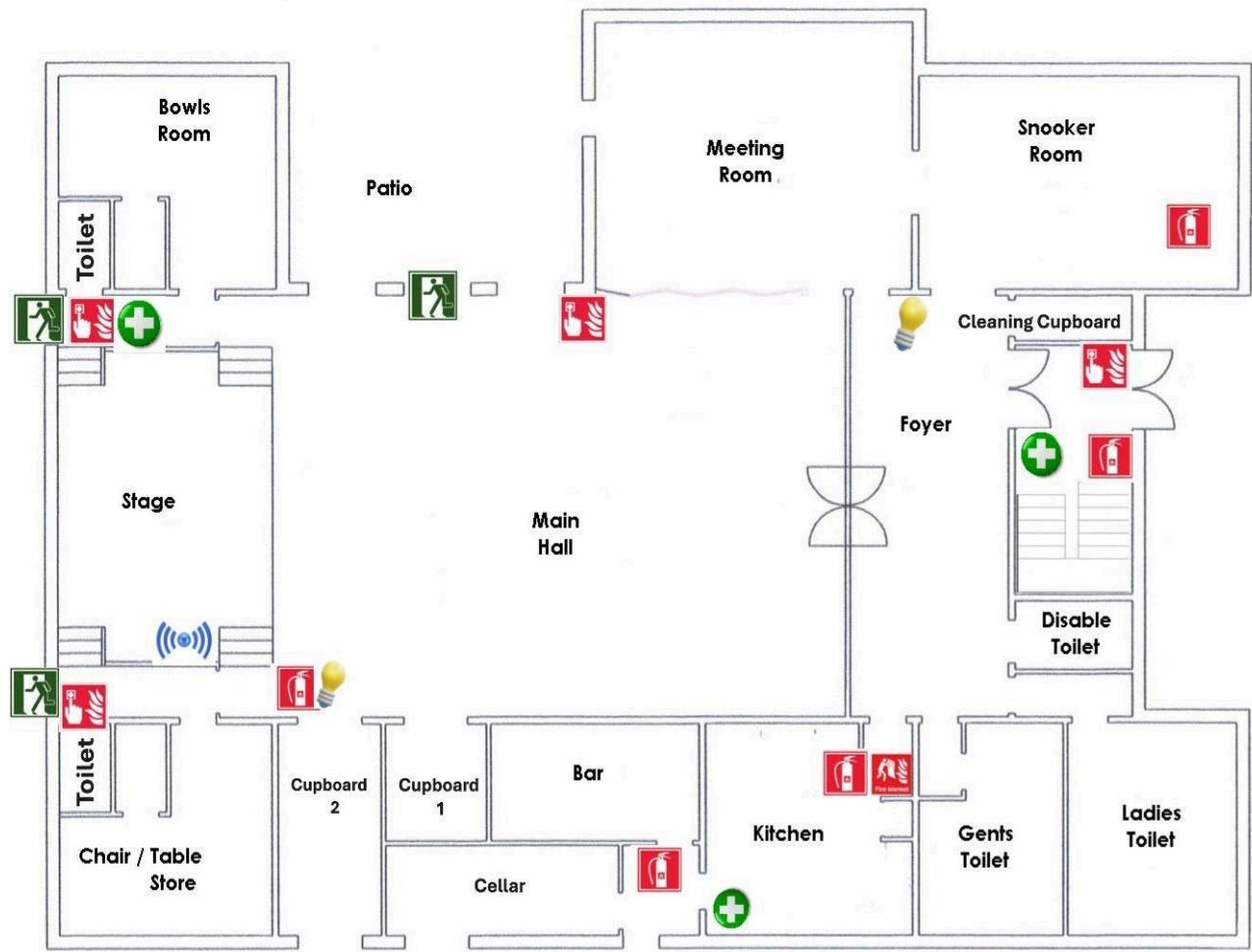
All aspects of the services provided and any liabilities arising shall be governed and construed in accordance with the laws of England and Wales.

THANK YOU FOR HIRING CHAMBERLIN HALL - WE HOPE YOU ENJOY YOUR EVENT



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Chamberlin Hall, Chamberlin Close, Bildeston, IP7 7EZ



Hall Light Switches



Bluetooth

Key:



Fire Exit



Fire Alarm



Fire Extinguisher



Fire Blanket



First Aid Point

In Case of Emergency:

In Emergency dial 999 for Police, Ambulance, Fire service, Coastguard or Search and Rescue



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There is a First Aid Point in the entrance hall and a defibrillator outside the front door.

The fire assembly point is at the bottom of the car park.

The stopcock for the water main is in Cupboard 1 – the front door key will open this door.

For non-emergencies dial 101 for the Police.

what3words: ///luck.unlimited.cools