

# WILLOUGHBY VILLAGE HALL

(opened 1933)

Hon. Secretary:

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16th December, 1972.

To All Hall Users.

Dear Secretary,

Please find enclosed a copy of the revised 'Conditions of Lease' of the Village Hall together with a new Scale of Charges which take effect as and from 1st January, 1973.

We have been reluctant to make these increases in the hire charges but trust you will appreciate that this is unavoidable.

Yours faithfully,



F.D. Mitchell.  
Hon. Secretary.

Atts:

WILLOUGHBY VILLAGE HALL

(including the Committee Room.)

CONDITIONS OF LEASE

1. Applications for hire must be made to the Booking or Honorary Secretary at least seven days before the Hall is required.
2. Particulars of hire and its object must accompany all applications.
3. The consent of the Management Committee must be given before the Hall can be hired by persons living outside the Parish.
4. The consent of the Management Committee must be given before the Hall can be hired for functions at which intoxicants are consumed.
5. The Hall cannot be hired on Sunday, Christmas Day or Good Friday - except under special circumstances.
6. All functions must cease promptly at the termination of hire and not later than 1.a.m. on weekdays and 11.45.p.m. on Saturdays.
7. No intoxicants shall be consumed or allowed on the premises without permission, and no intoxicants or unseemly person allowed into the Hall.
8. The hirer will be held responsible for any damage to the Hall or its fittings, and for the good conduct of the hirer's patrons.
9. The Management Committee does not accept any responsibility for any articles lost in the Hall.
10. No ball games will be allowed within the confines of the Hall under any circumstances.
11. The Film Screen is for the use of the Women's Institute or any organisation making a special written request to the Hon. Secretary.
12. The Hall Fan heating system shall only be switched on when necessary and then only be a principal officer of the organisation or hirer of the Hall.
13. The Oil-fired Central Heating system may only be switched on by the Caretaker. "Points for Guidance" in this respect are in the hands of the Secretary, Booking Secretary and Caretaker and are available for inspection at any reasonable time. The hirer is responsible along with the Caretaker to see that all heating and lighting is switched off at the termination of the hire.

HALL CAPACITY - Meetings 150  
Dances 110

November 1972.

(Supercedes all previous lists)

1st January, 1973

WILLOUGHBY VILLAGE HALL

"SCALE OF CHARGES"

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|--|---------------|
| 1. COMMITTEE MEETINGS (LITHER ROOM)          |               |
| Summer 1st April to 30th September.....      | 25p per hour  |
| Winter 1st October to 31st March.....        | 35p per hour  |
| 2. POLITICAL MEETINGS.                       | £1. per hour  |
| 3. WHIST DRIVES.                             | 60p inclusive |
| 4. +DANCES - MAIN HALL.                      | £4 inclusive  |
| COMMITTEE ROOM.                              | £3.50 "       |
| 5. +PRIVATE PARTIES (WEDDINGS, DINNERS ETC.) | £5.00 "       |

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BOOKINGS FROM ORGANISATIONS OUTSIDE

THE VILLAGE

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| 1. COMMITTEE MEETINGS.                       | 75p per hour  |
| 2. POLITICAL MEETINGS.                       | £2. per hour  |
| 3. +DANCES.                                  | £10.50        |
| 4. +PRIVATE PARTIES (WEDDINGS, DINNERS ETC.) | £8.00         |
| 5. COMMERCIAL VENTURES (SALES ETC.)          | 50p per hour  |
| Plus Table Charges.....                      | 5p per table. |

+ All bookings under these headings are subject to a £1 Caretakers surcharge and also if consumption of alcohol is anticipated this is subject to Committee approval.

Village Hall furniture may be hired by Village organisations by arrangement with the Secretary and/or Chairman.