

# KENNET VALLEY VILLAGE HALL

Registered Charity No 305558

## BOOKING SECRETARY

Carolyn Stimpson  
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Marlborough, Wiltshire SN8 4EL

Tel: 01672 861373

Email: [bookings@kvh.org.uk](mailto:bookings@kvh.org.uk)

## TREASURER

David Throup  
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Tel: 01672 861279

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## BOOKING THE KENNET VALLEY VILLAGE HALL

**HALL AVAILABILITY:** The Kennet Valley Village Hall’s booking calendar can be found via the hall’s website [www.kvh.org.uk](http://www.kvh.org.uk) or via the following link to the [Booking Calendar](#). Any unavailable date and times are shown on the calendar. Alternatively, contact the booking secretary by telephone.

**BOOKINGS:** Applications to hire the hall are to be made to the Booking Secretary either by email to [bookings@kvh.org.uk](mailto:bookings@kvh.org.uk) or by telephone at least a minimum of **FOURTEEN DAYS** in advance of the required booking date.

The Booking Secretary reserves the right to decline or cancel any booking application relating to the hire of the Kennet Valley Village Hall for any reason including:

- a) Any application received later than the minimum period before the booking date.
- b) A booking application from any individual without assigning any reason, provided that the action will be reported to and discussed at the next scheduled Management Committee meeting.
- c) The Hall being required for use as a Polling Station for a Parliamentary, European or Local Government election or by-election.

**DEPOSITS:** Unless agreed by the booking secretary, all external hirers are will pay a **£100.00 security deposit**, which is refundable after a satisfactory post-booking inspection of the hall and surrounding areas. This is carried out to check that there is no damage to fabric, fixtures and fittings, and no additional cleaning of the hall is required.

**In the event of the hall being left in an unsatisfactory condition or damaged in any way, then part or all of the security deposit may be retained.**

**PAYMENTS:** Bookings from external hirers will only be deemed to be confirmed when the £100.00 security deposit has been received by the treasurer. The remaining balance payment **MUST** be received by the treasurer at least **FOURTEEN** days prior to the hire date, when the customer’s access code will be issued. Details of how to pay are sent out with the customer invoice.

**CANCELLATIONS:** Notification to cancel any confirmed bookings must be received by the Booking Secretary at least **SEVEN** days prior to the booking. Should no replacement booking be forthcoming, then the hire charge may be retained. This is at the discretion of the Kennet Valley Hall Management Committee.

**LICENSED ACTIVITIES:** Details of the Kennet Valley Village Hall’s permitted licensed indoor activities and licensing hours are detailed on the Premises License issued by Wiltshire Council. A copy of this licence is available for download via the hall’s website [www.kvh.org.uk](http://www.kvh.org.uk) and selecting the link on the “Booking” tab or by sending a request by email to [admin@kvh.org.uk](mailto:admin@kvh.org.uk).

**Terms and Conditions are subject to change without notice.**