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## **Hockwold-cum-Wilton Village Hall**

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## **Hall Newsletter April 2010**

Dear All

To keep you up to date, this Newsletter highlights the changes in Hall procedures since the last newsletter dated June 2009.

The Hall Booking Form has been re-written [HERE](#). A copy of the Hiring Agreement is also available on the Hall notice board in the Foyer. Hirers should note that they are now required to remove all rubbish from the premises on completion of hire. Hall Booking Fees stand at £95 for a full day's hire, £9.50 per hour for the Hall, and £5.50 per hour for the meeting room. The Hirer must pay as deposit £50.00 to confirm the booking. Bookings without deposit will only be held for 14 days. If the booking is made more than 21 days before the event, a deposit cheque is acceptable. If the booking is made less than 21 days before the event, cash is required. If the Hall is left in the same condition it was taken over, the deposit will be retained until the next Committee meeting where a decision will be reached on the percentage of the deposit to be allocated to rectify the issue. Issues likely to cause the deposit to be withheld are; heating left on; Hall not cleaned; bins not emptied and the contents removed from the premises. Damage caused that will cost more than £50 to rectify will be pursued. This deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring. The fees [excepting the deposit] are payable on collection of the keys immediately prior to the event for which the premises are hired.

The Hall Foyer, toilets and changing room have all been re-decorated. The Foyer bar and storage have also been replaced with a brand new wooden bar and cupboards. Additionally, storage is now a major issue for the Hall and work will shortly begin on scoping a storage option, hopefully funded by public grants. Additionally, a fund to replace the Hall chairs has been set-up and is gathering apace. Finally, due to a lack of appetite, the Hocklot has ceased to run on a monthly basis but will continue as a one-off for special events, such as the Village Country Fair.

Colin Holman  
Chairman