

Revisions for website's FAQs page – 24 Feb 2025

FAQs For hall bookings

Note: from September 2024, hire fees have increased and terms & conditions have been updated

How do I find out if a room is available?

The easiest way is to look at the online diary to see if the day/time is already booked. You can make a booking enquiry from the diary page giving the date and times you want [Click Here](#)

Note: some bookings may be flexible, so do enquire anyway.

Can I hire the halls for a birthday party?

Yes, both our halls are available for private hire.

Note: children's birthday parties are charged at an hourly rate with a minimum 4 hour booking which must include setup, cleaning and restoring the premises to its pre-hire state.

How do I find out the hire charges?

Our hire charges are published on the RMVH website - on the hall diary page. Alternatively, speak to our Booking Secretary.

Do I need to pay a deposit to reserve the booking?

We only require a deposit for a wedding.

I want to run a class every week, do I pay in advance?

No. Invoices are issued at the start of each calendar month for the previous month's bookings eg if you have a booking during June, you will receive an invoice for that booking at the start of July. We ask for prompt payment of the full amount, wherever possible by BACS, and always quoting the invoice reference.

Do you do a discounted rate for charity fundraiser events?

Yes, for registered charities, the rate is the same as our affiliated clubs.

How do I gain access to the hall, can I have a key?

In most cases the hall will be opened up and locked after you leave. Regular hirers will be loaned a key at the discretion of the Trustees.

Do I need to clean up and move chairs/tables after my hire?

Yes, it is in the hire conditions that the hall is cleaned, and any equipment returned to where it was when you arrived. Our refuse bins are outside at the rear of the hall but only for one bag of rubbish per hire. Please take any more than that away to dispose of yourself. Please also take all

bottles away – there is a recycling facility across the road at the Wellington Inn.

Please note there could be a cleaning charge of £25 if we have to clean the premises at the end of your hire.

I want to cancel my booking do I need to pay a cancellation fee?

If you cancel within 7 days of the booking you will be liable to pay the full hire fee unless there are exceptional circumstance eg illness. This does not apply to special events eg weddings or any other hires that have a specific cancellation clause applied.

I forgot to cancel my booking do I still need to pay?

Yes. In the event of a one-off booking, if you do not cancel 7 full days before the date of hire you will be liable to pay the full hire fee. Regular users should cancel 7 full days beforehand unless exceptional circumstances eg illness cause unavoidable last-minute cancellation.

I want to hire the whole hall for a full day, is there a discounted rate?

A full day's hire of the Parish Hall is the same as the evening rate; the Millennium Hall hire would be calculated at the hourly rate.

Can I hire an evening for a party?

Yes, evening events like adult birthday parties, anniversaries, weddings, and other private events, will be a fixed price depending on what is required. There may be a security deposit charged which will be returned after the event as long as the conditions of hire were met.

Can I have a bouncy castle (or other hired-in play equipment) at my child's birthday party?

No, we do not permit bouncy castles, or any other inflatables in, or outside, our halls. Any other hired-in play equipment must be covered by the hire company's public liability insurance. We will require evidence of this.

I want a small meeting is there a smaller room we can book?

Yes, we have the Supper Room in the Parish Hall which is suitable for up to 20 people.

Can we use the kitchen for coffee/tea?

Yes. Use of the kettle, mugs, plates, cutlery etc in the kitchen is included in the hire but if you want to cook hot food see below. You are responsible for washing and returning any crockery/cutlery that you use to where they came from. Please bring your own tea-towels.

Can we use the kitchen to cook/prepare HOT food for our party/group?

Use of the microwave and/or oven for heating up party food is included in the party hire charge. Full cooking from scratch will incur an extra fee. You are responsible for washing and returning any crockery/cutlery etc that you use to where they came from. Please bring your own tea towels.

Do you have a sound/projector system I can use?

There is a projector and small sound system available in the Parish Hall which you can use for an extra fee but please check it is suitable for your needs first.

Can I hire the hall until 1am?

No. Both halls must be cleaned, vacated, and locked up before 11.59pm.

Can I hire the hall for a wedding reception?

This is priced as a special event please speak to our Booking Secretary.

Can I sell alcohol at my event?

Yes, the Parish Hall has a drinks licence allowing the sale of alcohol by the hirer. If you employ a private company to sell drinks, they will need to use their own drinks licence, (conditions may apply) so please discuss. The Millennium Hall does not have a drinks licence, so the sale and supply of alcohol is not permitted.

Can I play music in the halls?

Yes, the Village Hall holds a Performing Rights Society Licence, however you are responsible for any extra licences needed.

Can I plug in my own electrical equipment?

Yes, providing that the equipment is in good condition, suitable for the intended use, and has been PAT tested.

Can I sell goods from the hall?

Please enquire as this will be considered on an individual basis.

One of my group has hurt themselves, do I need inform anyone?

Yes, once the immediate emergency/first aid response has been made, please ensure that the event key holder is notified if not already aware. Then report to an RMVH Trustee and enter the details into the hall accident book as soon as is practical.