

Bicton Village Hall Information Pack

Registered charity number 522478



Church Lane
Bicton
Shrewsbury
SY3 8EL

www.bictonvillage.co.uk

[Twitter @bictonvillage](https://twitter.com/bictonvillage)

Introduction

Welcome to Bicton Village Hall.

Bicton is a small village situated 3 miles North-west of Shrewsbury on the B4380 Holyhead Road (the old A5).

Bicton Village Hall was established in the 1960's and is now a registered charity which provides meeting rooms for the use of the local community.

The Facilities

The village hall offers a wide range of facilities including:

- Large Village Hall which can be divided into 2 smaller rooms
- Separate small meeting room
- Kitchen facilities
- Ladies, Gents and Disabled toilets
- Large entrance hallway
- Car park for approximately 50 cars
- Licensed bar facilities available for hire
- Tables and chairs are available
- Outside play area

Village Hall

There are two doors leading out of the village hall into the entrance hallway. A serving hatch leads from the village hall into the kitchen.

Sliding doors into the store cupboards lead off the village hall where all of our tables and chairs are stored for easy access.

A further sliding door leads to a small bar area which can be used as a small meeting room.

Kitchen

The kitchen includes cooker, 2 sinks, fridge and hot water urn.

Serving hatch through to village hall.

Size of kitchen – 4.4m x 2.7m

Well stocked cupboards including cups, saucers, plates, bowls & cutlery

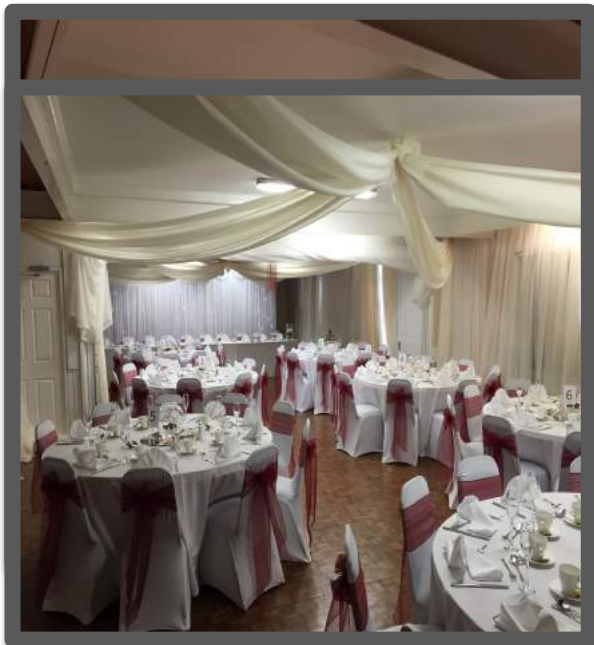
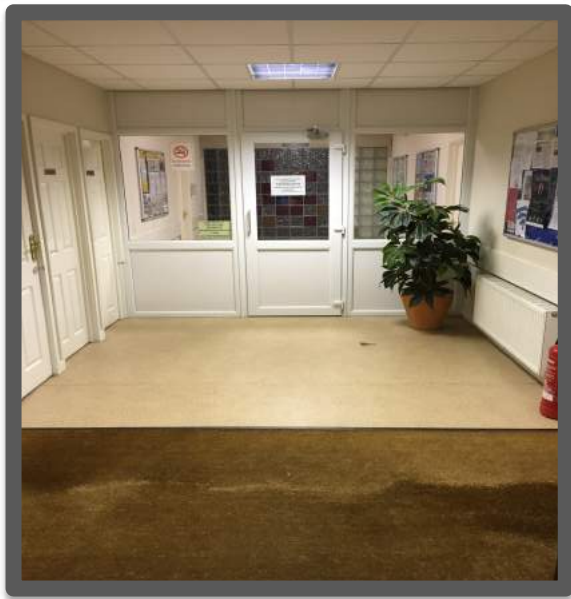
Hire Charges

Village Hall hire costs are £10.00 per hour for daytime use, which includes the use of kitchen facilities and the evening rate is £100.00 including the use of the kitchen.

Contact

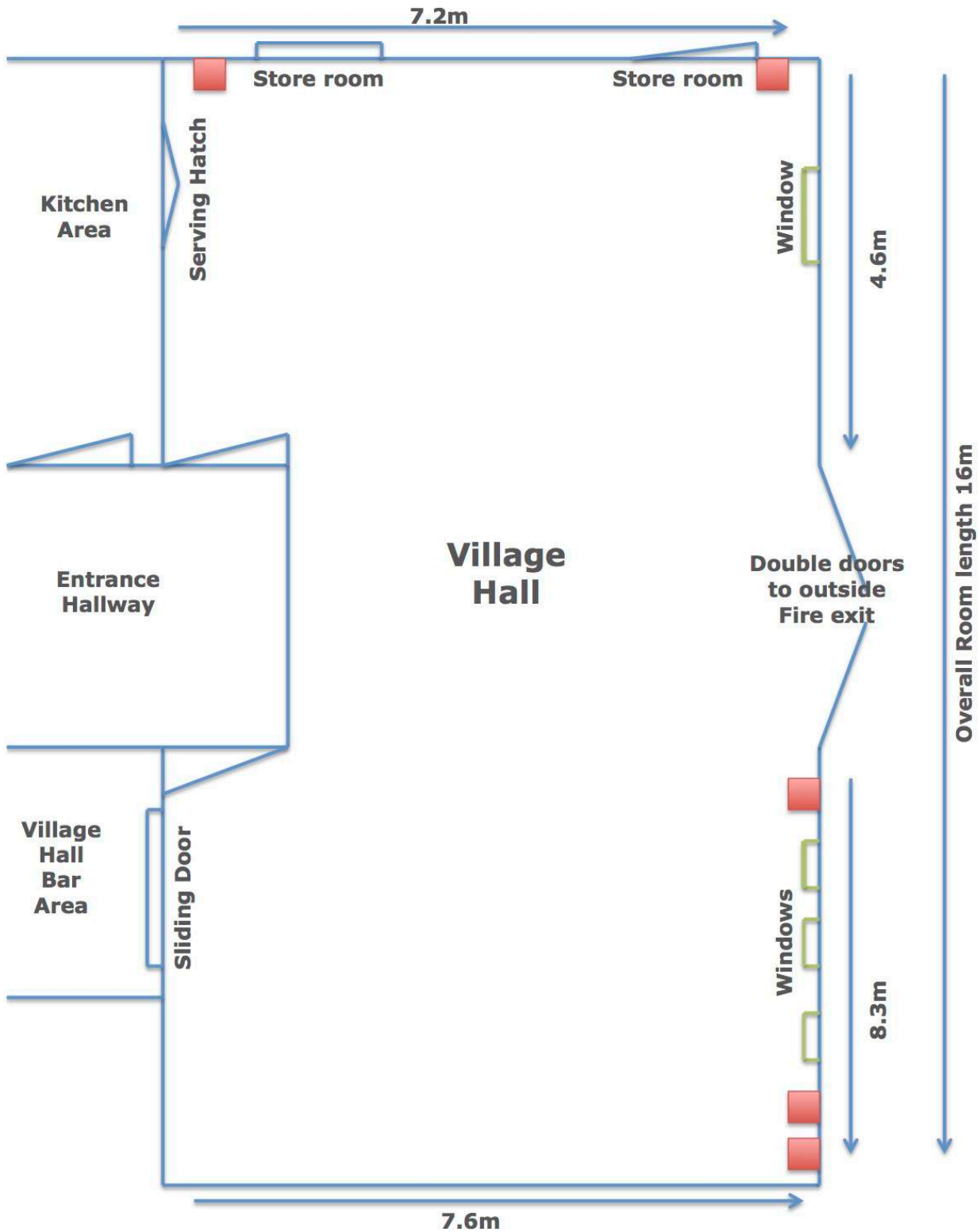
To enquire about the village hall, please contact Sara on 07801 182055 or email bookings@bictonvillage.co.uk

Internal pictures of the Village Hall





Bicton Village Hall Room Layout



Overall room height = 2.7m

■ = Double electric sockets

Directions to the Village Hall

Travel along the B4380 towards Montford Bridge and go past the Four Crosses pub and garage. Turn right into Bicton Lane. Travel down to the church and turn right into Church Lane. The village hall can be found approximately 100 yards on the right. Sat Nav postcode SY3 8EL

Useful organisations

Please note that the inclusion of any company or service should not be taken as a recommendation and is not endorsed by the Bicton Village Hall Committee

Catering Companies

Jenny's Catering

Telephone 01743 873861

Email sales@jennys-catering.co.uk

Website www.jennys-catering.co.uk

Barbie's Bites

Telephone 01743 850909

Email barbies.bites@btinternet.com

Queens Quisine

Telephone 07801182055

Email sara.johnson9@btinternet.com

Room decoration

Giant Party Shop - Balloon Décor Specialist

26 Mardol, Shrewsbury

Telephone 01743 344894

Facebook Giantparty.co.uk

Marquees over Shropshire

Services provided include Hall linings, starlight linings, lighting, tables & chairs, flooring and dance floors etc

Telephone 01938 580182/07977 447239

Email info@marqueesovershropshire.co.uk

Website www.marqueesovershropshire.co.uk

Bicton Village Hall Booking Form

Name/Organisation.....

Address/Email.....

Telephone number.....

Please return to:
Bicton Village Hall & Club
Church Lane
Bicton
Shrewsbury
SY3 8EL
(Booking secretary)
Tel: 07801 182055
bookings@bictonvillage.co.uk

I/We hereby make an application for the hire of Bicton Village Hall for the dates and purpose stated.

Date of hire:.....

Time of hire: From.....(am/pm) To.....(am/pm)

Purpose of hire:

Please note: We do not accept birthday parties for those aged 14 to 22 years old.

Approximate number of guests:..... Maximum 100 people

Please state type of entertainment ie Disco, live band etc.....

Facilities required and costs

Bar: If bar is required, the charge is £15 per hour per bar person (minimum 3 hour booking - One bar person per 40 guests) (please tick box)

Hall: (Day) including kitchen: £10.00 per hour (please tick box)

Hall: (Evening) including kitchen: £100 per evening (please tick box)

We require a £50 refundable deposit on all bookings. The deposit will be refunded if the room is left tidy with no damage. Please give your bank details so that we can refund the deposit

Total cost: £.....

Name of bank account.....

Sort code.....

Account number.....

Cheque enclosed £..... (non-refundable). Cheques made payable to Bicton Village Hall and should accompany this application form. Alternatively, pay by Bacs to Bicton Village Hall - Sort code: 207785 Account no: 60166529 (please put date of event as reference)

Keys need to be collected from Bicton Club at least the day before your event. Please note that the club is not open on Saturdays. (or Monday evenings in the Winter)

The hirer is responsible for cleaning up after the function & leaving the premises as found.

Only alcohol purchased on the premises may be consumed on the premises.

Date received..... Payment received in full/deposit.....

Bicton Village Hall Premises and Car parking areas

Terms and conditions

Please ensure that you read all of the terms and conditions carefully.

Applications

All applications to use the premises must be made in writing on the application form and delivered to the Booking Secretary of Bicton Village Hall at least 28 days before the event. We accept children's parties up to the age of 13 years but unfortunately cannot accept applications for birthday parties for those between 14 years and 22 years old.

Acceptance of applications

The Bicton Village Hall Committee shall not be responsible for any loss or damage to any property arising out of the hiring, nor any loss damage or injury which may be incurred by or be done/happen to any person or persons resorting to the Bicton Village Hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of any machinery, failure of electricity supply, leakage of water, fire, government restrictions or acts of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Bicton Village Hall Committee against any claim which may arise out of the hiring or which may be made by any persons resorting to the Bicton Village Hall during the hiring in respect of any such loss, damage or injury.

Copyright

No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright. The hirer shall indemnify the Bicton Village Hall Committee against any infringement of copyright which occurs during the hiring.

Disorderly conduct

The Bicton Village Hall Committee reserve the right to terminate any meeting or other entertainment which in the opinion of any Officer of the Committee is not properly conducted.

Use of and damage to premises

The hirer will be responsible for switching off all electrical appliances. Damage caused to the building, its contents and furnishings will be charged against the hirer. No decorations to be fixed to the interior walls without prior agreement.

Alcohol

Only alcoholic drinks and other beverages purchased on the premises may be consumed on the premises. It is strictly forbidden to introduce any other beverages whatsoever.

Fire precautions

No exits may be blocked or chairs or other obstructions placed in corridors or fire appliances removed or tampered with.

Vehicle parking

It is strictly forbidden to park in the car park entrance, hall entrance, walkways and field or grass verges.

- Bouncy castles are allowed only if a copy of the bouncy castle company's insurance certificate is included with the booking form.
- Drinks are not allowed in the smoking area outside the front of the premises
- Bands must finish playing by 11pm. Disco music is allowed between 11pm and midnight and must finish promptly at that time
- The bar closes at 11.45pm and 30 minutes drinking up time ends at 12.15am
- Make sure any taxis that have been pre-booked arrive at the premises by 12.15am

- There are 2 rates of hire for weekends, daytime 08.00 - 19.00 charged at £10 per hour for the hall with the bar at an extra charge of £15 per hour per person per 40 people. Weekends Friday/Saturdays 19.00 - 12.00 midnight is charged at £100 which includes the bar
- Payment is required in full before a firm booking will be placed
- Payment must include the cost of the hall hire and the £50 deposit
- The deposit is refundable if the event went ahead and the hall was left as it was found. It is your responsibility to clean the hall & kitchen after use
- If the event is cancelled 2 months or more before the event the hire cost & deposit will be reimbursed
- If the event is cancelled 1 month - 2 months before the event the hire cost will be reimbursed but not the deposit
- If the event is cancelled less than 1 month ahead of the date nothing will be refunded
- All tables and chairs are in the store-room and free to use, please ensure these are all put away CLEAN, neatly and safely after use
- Table cloths are not included but please feel free to bring your own
- The bar is not included in your hall hire, if the bar is required bar staff are to be paid £15.00 per hour per person, 1 bar staff per 40 people.
- Bouncy Castles are permitted inside the hall and outside but a copy of the bouncy castle companies insurance document is required prior to booking
- You must include your set up and clear down time within your hall hire time & cost as we cannot guarantee the hall would be available prior to your required booking or post your booking time
- Your booking time from and to allows 15 minutes prior to your time and post your time for turnaround for those booked in before or after you to arrive/leave. Please do not enter until your agreed booking time
- If you require tables & chairs for outside use, please order these at time of booking as we have different chairs for these occasions
- Access to the hall is obtained by Keys that are required to be picked up from the Village Hall/Club on either a Tuesday evening or a Friday evening from 20.00pm - 10.30pm. These will be signed for and at the time of collection and the Bar Manager will show you around and advise of all facilities available to you.
- **Please familiarise yourself with the muster points and emergency arrangements as displayed on the noticeboard at the village hall**
- **Bicton Village Hall is located in a residential area. Please show consideration to the residents and leave the premises quietly.**

I/We accept the charges as laid down by the Committee and agree to comply with the conditions of hiring. I/We also agree that this application, if approved by the Bicton Village Hall Committee, shall be deemed to be a contract between myself/ourselves and the said Committee. Please tick the box to advise you have read and understood the terms and conditions

Signed.....

Dated.....