

Inkpen Village Hall

c/o Pond Cottage, Upper Green
INKPEN, RG17 9QH
(this address is 2 doors from village hall)
Telephone (Call or Text): 0756 828 4750
Email: bookings@inkpenvillagehall.org



Website:- <http://inkpenvillagehall.org>
Like us:- <https://www.facebook.com/inkpenvillage/>
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Booking the Village Hall

Please follow these steps:-

1. Check the hall is suitable for you and your event. Dimensions, facilities and details of the hall can be found on the website and also under [Bookings/Facilities](#) tab on the home page. See footnote 1 re Bouncy Castles below. You can find [hiring charges](#) and [hiring terms/booking form](#) on the website. If you wish to discuss anything further or arrange a visit, do get in touch.
2. Book your slot. Once you are satisfied the hall is suitable and you are happy with the hiring terms and your responsibility as hirer, contact us to ensure that your desired slot is available.
3. Send booking form and payment. Once slot is confirmed, print and complete the [hiring terms/booking form](#), sign the form and post back to Helen Bates at address shown above together with two separate payments:-
 - Damage Deposit of £200 (refundable – if hall is left as you found it with no damages or losses).
 - Hiring fee of £15 x number of hours you require the hall for (*hiring starts at the time you pick up the key to the time it is returned so do allow for your setting up and clearing away needs*).

Ways to pay:- By cheque payable 'Inkpen Village Hall'. BACs payment to 'Inkpen Village Hall', TSB Plc, Hungerford, Sort Code 30-94-46, account no. 00070183.

Upon receipt of booking form and payments, booking becomes firm and you will be notified 😊

4. **Day of the event.** If you are a first time hirer of the hall, a trustee will meet you on site to ensure you know where everything is including emergency exits, fire extinguishers, any crockery, cutlery, extra equipment you have requested etc. Alternatively, pick up of key is from Pond Cottage (2 doors from village hall). The key will be left on the hook by the front doorbell shortly before your start time. If not, please knock and key will be released. Key is expected back shortly after your end time and should be pushed back through letterbox of Pond Cottage.

Should a problem arise during your event and you need urgent assistance, call the village hall number **0756 828 4750** or any of the trustees below depending on who is available.
Helen: 07963 647087, Mark: 07838 172820, Anne: 07745 430758, Mike: 07739 303479,

Footnote re bouncy castles:-

Please note, the hall is not ideal for bouncy castles and can only take a certain size before breaching health and safety rules at the hall and risking damage to fixtures and fitting. It cannot exceed 9ft in height and there must be enough space either side of the castle to allow the safe evacuation of your guests in an emergency. Please therefore state dimensions on your booking form so we can clarify this. You or your supplier MUST provide your own public liability insurance for this activity. It is NOT covered by the village hall's insurance.