



BOOKING FORM

THE MINERS COALPIT HEATH VILLAGE HALL

Tel: 01454 776958 Email coalpitheathvh@gmail.com www.cphvh.co.uk

HIRERS DETAILS		Booking Reference No. web00	
Individuals name: or Club/Organisation name:			
Contact Number:			
Address:			
Email:			
Date Required:		Purpose of Hire:	
Room Access required from:		No. of People Expected:	
Event Start Time:		Event Finish Time:	
TICK ROOM REQUIRED:	FUNCTION ROOM:	SMALL HALL:	

PAYMENT BY CASH/CARD OR BANK TRANSFER	
Staff initials	Today's date:
Hall Hire Received	£
Refundable Deposit received <i>The deposit will be refunded within 7 days following the event if all conditions are fulfilled.</i>	£
Other facilities	£
TOTAL	£
Bank transfer details: The Co-operative Bank Account No. 65644388 Sort Code 08-92-99 Please enter your name & date of party as reference.	

Reservations are secured for a duration of 7 days. If payment is not received within that period, the booking will be cancelled in order that the hall can be made available for others to book. All fees must be settled within this period to prevent cancellation. A refundable deposit is required to cover any potential damages, extra time, or cancellations.

- *Deposits will be refunded if no damages are reported.*
- *Any unclaimed deposits after three months will be donated to Coalpit Heath Village Hall, registered charity No. 227189*

Signed _____ Date: _____

ON SIGNING THIS FORM, YOU AGREE TO ABIDE BY OUR TERMS & CONDITIONS OF HIRE

(Revised copy March 2026)

MAIN FUNCTION ROOM - CAPACITY 130 SEATED 100/STANDING 30		√
Evening Parties 7pm to Midnight	£60 hall hire and a £50 refundable deposit payable together. TOTAL £110 The bar is available for 50+ adult guests; enquire at booking. <ul style="list-style-type: none"> • Buffet room & Bar included for guests over 50 • Guests under 50 can use the bar in the social club. 	
DAY TIME PARTIES MEMORIAL WAKES Minimum hire 2 hours	£12 per hour and a £50 refundable deposit payable together. <ul style="list-style-type: none"> • Buffet room included • Guests can use the bar in the social club. 	
Regular User Groups* COMMUNITY GROUP (Not for Profit)	£12 for first hour £8 per hour thereafter	
Non-Regular	£18 per hour	
Business Rate (Profit Generation)	£24 per hour	
Kitchen	Cooking £25 set fee Free to make hot drinks	
PA system with Bluetooth	£10 set fee	
Other please specify		

SMALL HALL (SKITTLE ALLEY) - CAPACITY 80 SEATED 50/STANDING 30		√
Evening Parties 7pm to Midnight	£50 hall hire and a £50 deposit, payable together. TOTAL £100 Guests can use the bar in the social club.	
DAY TIME PARTIES MEMORIAL WAKES Minimum hire 2 hours	£10 per hour plus £50 deposit payable together. Guests can use the bar in the social club.	
Regular User Groups* COMMUNITY GROUP (Not for Profit)	£10 per hour, £7 per hour thereafter	
Non-Regular	£14 per hour	
Business Rate (Profit Generation)	£20 per hour	
Kitchenette (no cooking facilities available)	Free of charge to make hot drinks	
Hi-fi system with Bluetooth	Free of charge	
<i>Please inform us if you would like to play skittles or if you require the carpet fitted on the alley</i>		

<i>Vintage Tea Set for Hire Please ask for details</i>	£40 per session	
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(Revised copy updated March 2026)

IMPORTANT: PLEASE READ - TERMS & CONDITIONS OF HIRE

Cancellation Policies

Cancellation by the Hirer:

- If the booking is cancelled prior to the event and no replacement is found, the Hall Management may retain the hall hire fee but will refund the deposit.
- No charge for cancellations made ****four weeks or more**** in advance.
- A ****50% charge**** applies for cancellations made ****one to four weeks**** in advance.
- A ****100% charge**** will be incurred for cancellations made ****within one week****.

Cancellation by Hall Management:

- The Hall Management reserves the right to cancel the booking due to national emergencies, legal matters, or if the activities are deemed unsuitable.
- In such instances, the Hirer will be refunded any fees or deposits paid; however, the Hall Management is not responsible for any associated losses or damages.
- First Aid box located in the kitchen.
- All beverages must be purchased from the bar; special wine pre-orders available.
- A corkage fee is charged at £30 per bottle, this fee covers service, glassware, and compensates for lost revenue on in-house alcohol sales. Please speak to the club manager
- regarding these fees.
- Drinks not purchased from the bar result in a deposit deduction.
- A broom dustpan & brush is provided in the kitchen.
- £25 may be deducted for additional cleaning if the hall is left untidy.
- No glitter or foil confetti allowed.
- Only Blu tack is allowed for decorations; drawing pins and sticky tape are prohibited.
- All crockery etc must be washed and placed back in their original place.
- Candles – Naked candles are not allowed.
- Entertainment and music must end by midnight.
- The hall must be vacated by 12:30 PM.
- Leaving items for later collection is prohibited, except hired items at the owner's risk.
- Helium Balloon Canisters – Please remember to take these home with you. If they are left on the premises, your deposit will not be refunded, as we incur disposal costs for them.
- Recycling and rubbish must be taken away.
- Smoking is allowed outside in designated areas; no drinks outside. Please ask your guests not to stand on the steps as this area should be kept clear in case of an emergency.
- The venue can remove individuals or cancel bookings if safety is at risk.
- Bouncy castles require Public Liability Insurance and Safety Certificates; failure to provide will result in termination of use.
- Electrical equipment must be PAT tested; Disco's & Live Bands etc need their own public liability insurance.
- Safeguarding measures for children and vulnerable adults are required by external hirers.
- Personal data is used for booking purposes only, in compliance with GDPR. Consent is required for data usage.

Guest List – to be returned 2 weeks before event

A list of guests' names is necessary for temporary membership
and quick check-in during emergencies

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