

# Crigglestone Village Institute Charity

Registered No. 510193

36 High Street, Crigglestone, Wakefield WF4 3EB

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**The Village Institute is a non-profit making charity which uses all money raised to help fund the upkeep and continuation of the Institute for community use.**

## GENERAL LETTINGS POLICY

- The facility is available for letting 7 days per week, excluding Bank Holidays.
- The facility does not have an Entertainments Licence for Alcohol, Live Music or Recorded Music.
- Children's parties are permitted but noise must be monitored by the adults present.
- Bouncy Castles are not allowed in the Village Institute.
- Please note that the Village Institute cannot be hired for Political Public meetings.
- The facility must be booked in advance paying a £10 deposit at the time of booking. The deposit will not be refunded unless adequate notice is given to cancel the booking.
- Adequate Notice means, wherever possible, 7 days but will depend on individual circumstances.
- Any damage or breakages will be charged to the person who made the booking for use of the facility.
- The balance of the hire fees must be paid before the function commences.
- The facility Trustees ask that all users of the hall leave it in good clean order, ensuring that all windows and doors are closed, chairs and tables stacked and all the kitchen's electrical /gas appliances are switched off.
- The person booking the facility (or a responsible adult who will be in attendance during the function) should familiarise themselves with the Fire Exits, read the risk assessment document displayed in the hall and the instructions on the Fire Extinguishers.
- The First Aid Box is located in the corridor along with the accident book.
- The hourly rate for use of the facility is £8.50 and you are allowed 15 minutes either side of your slot free of charge to enable you to set up and clear away.
- The rate for using the kitchen facility is £5.50p per booking.
- Bookings must be for a minimum of ONE hour, thereafter to the next ½ hour.
- A booking form is available from the Village Institute Caretaker or the Clerk to the Trustees.

**If you have any questions or you wish to view the Hall prior to booking, please contact the Caretaker, Miss Amanda Gordon on 01924 257350**

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Miss Julia A Ford - Clerk to the Trustees  
19 Rose Farm Rise, Altofts, NORMANTON, West Yorkshire, WF6 2PL  
Tel: 01924 893942 Mobile 07891 685085  
Email [fordmurphy@tiscali.co.uk](mailto:fordmurphy@tiscali.co.uk)

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## GENERAL BOOKING FORM

Once completed please post or hand deliver to the Village Institute at the address above.

CONTACT DETAILS			
NAME			
ADDRESS			
TELEPHONE NO.		MOBILE NO	
EMAIL ADDRESS			
FUNCTION DETAILS			
DATE OF FUNCTION			
START TIME		FINISH TIME	
Excluding 15 minutes Setting up and clearing up time			
DESCRIPTION OF THE FUNCTION			
CALCULATION OF BOOKING FEES			
Total Hours Booked to the next ½ Hour.	(A)		For Office Use Only
Hourly Rate	£8.50		
Hall Booking Fee	(A) x £8.50 =	£ . p	Checked Initials
Kitchen Booking Fee	£5.50 or £0.00	£ . p	
Total Fees Payable		£ . p	Checked Initials
Deposit Received		£ . p	Received Initials & Date
Balance Payable		£ . p	Received Initials
Cheques should be made payable to "Crigglestone Parish Council Village Institute"			

I confirm that I have read and understood the Lettings Policy and I agree to abide by the terms and conditions stated therein:

SIGNED \_\_\_\_\_ Name \_\_\_\_\_

For Office Use Only:	Diary Updated	Date
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