



# Borden Parish Hall

Chairman *John Hepburn* Vice Chairman *Jeremy Bolas*  
Secretary/Booking Secretary *Val Skinner* Treasurer *Michael Downes*

## **Frequently Asked Questions.**

### **How do I make a booking?**

A provisional booking can be made through our Website, <https://bordenparishhall.com>, select "Make a Booking". If you do not have access to the internet bookings may be made by phoning the booking secretary on 07815 292695.

There is an online calendar, once you have selected your desired booking date from the available dates, you will need to register your details and make selections from the dropdown options. It will then give you the total hire charge, including the booking deposit - £20, bar licence fee - £10, damage deposit - £100, plus any other chargeable fees. Once you have completed your selections, please submit your booking. Your 'provisional booking' will be reviewed and 'Approved' or 'Declined', you will receive an email back to confirm your booking's status as soon as it has been reviewed.

### **Is there a booking deposit to pay?**

On your provisional booking being Approved, via email, a booking deposit of £20 per booking must be paid within three days. If the booking deposit is not received then your booking may be cancelled. In the event of you cancelling, the booking deposit may be returnable in certain circumstances, and at the discretion of the management committee. **Account name Borden Parish Hall sort code 08-90-23 account no 50203174.**

### **Are the premises alarmed?**

Yes, the premises are alarmed, there will be a fob on the key ring to enable the alarm to be disarmed and reset on leaving.

### **Can I run my own bar and sell alcohol?**

No, as the hall is a licensed premises and we have a designated premises supervisor who runs a mobile bar. The hirer is responsible for contacting the designated Premises Supervisor to make any arrangements.

### **Is there a charge to set up the bar?**

No, there is no charge to set up but there is a £10 fee payable at the time your booking is approved to cover the licence for alcohol to be sold.

### **When do I need to pay the balance and damage deposit?**

If the balance of the hire and the damage deposit are being paid by cheque, cheques should be made payable to Borden Parish Hall, then the cheque must be received by us 21 days prior to the hire date. If

not paying by cheque, the balance of the hire and the damage deposit, £100, must be paid by Bank Transfer three days in advance of the hire. On occasions payments can be accepted in cash but bank transfer is the preferred method. The £100 damage deposit will only be refunded by bank transfer.

**How do I obtain the keys?**

Arrangements for collection of the keys is the responsibility of the hirer who should contact the booking secretary at least two days prior to the hire to arrange a mutually convenient time to collect the keys.

**When can I get into the hall?**

Hirers may enter the hall at or after the time that the hiring period commences and must vacate on or before the end of the hire period. Set up and clear down time is included in the hire period. The only exception to this is the weekend evening hire. The event must cease at 11.30pm but there is a reasonable amount of time allowed for clearing / cleaning the hall.

**Is there disabled access and facilities?**

Yes, via the main front entrance. We have a temporary ramp which is stored in the wheelchair accessible toilet.

**Can I have a live band, a disco and a bouncy castle?**

Yes, to all of these. Artificial smoke machines are not allowed.

**What happens if I find that there is damage to the hall on my arrival?**

Any damage to the hall found on entry must be reported prior to commencement of the event. The hall is checked before all weekend lets.

**Where do we leave our rubbish?**

The hall has no facilities for rubbish disposal. It is the hirers responsibility to remove and dispose of all rubbish from the premises. This includes all waste generated from the bar. The Green & Blue bins on the premises are not for the use of hirers.

**How do I get my damage deposit back?**

Your £100 damage deposit will be refunded if no damage is caused during your hire and the hall is clear of rubbish. All or part of your damage deposit may not be refunded if damage is caused during your hire or the hall is not cleared of rubbish. Note you may lose all or part of your deposit if you dispose of your rubbish in the Green & Blue bins on the premises.

**When do I have to return the keys?**

The keys must be returned once the hall is made secure.