

SHEPRETH VILLAGE HALL

2, Station Road

Shepreth

SG8 6PZ

A registered charity No. 219557

CONDITIONS OF LETTING:-

1. The maximum numbers permitted are 115 for dancing, 100 for seated audience.
2. Music and dancing are allowed from 6pm to Midnight, Monday to Saturday. On Sunday, music (but not dancing) is allowed from 7:30pm to 10:30pm.
3. Three adults familiar with the health and safety regulations and fire procedures must be in attendance at every function. It is the responsibility of the hirer to email their names and contact details to the committee.
4. Please be considerate of local residents. Please ensure there are no disturbances either inside or outside the hall.
5. Permission must be obtained for the sale of alcohol. The Hirer will be responsible for obtaining any necessary licences.
6. A large car park is available at the rear of the hall. No parking is allowed in front of the hall (except for unloading) or in the car park entrance.
7. The Committee accepts no responsibility for any personal loss.
8. The hall does not have a TV License. Use of any device – TV, computer, laptop, mobile phone or tablet - to watch or record TV is not allowed. This includes all TV channels, pay TV services, like Sky, and live TV on streaming services like Amazon Prime or BBC iPlayer.

Anyone found watching, recording or downloading TV could be prosecuted and fined up to £1,000 + costs.

HEALTH & SAFETY:-

9. The first aid kit and accident book are located in the kitchen.
10. Please inform the booking officer of any incidents or accidents or if any equipment from the first aid box has been used.
11. Should medical assistance be required, the nearest:
Doctor's Surgery: Orchard Surgery, Melbourn, 01763 260220
Hospital with A&E: Addenbrookes Hospital, Cambridge, 01223 245151
12. Hirers are responsible for their own first aid provision, within the guidelines for their own activity, and may be expected to complete a risk assessment before using the hall.
13. Bouncy Castles and inflatables of any description are not allowed in the hall.

Last update: 18th March 2026

14. The hall is a dedicated NON-SMOKING venue, tobacco products of any description and vapes are not allowed. Please ensure that any users are aware of this condition.
15. In the event of a FIRE, call 999 from a mobile phone:
Shepreth Village Hall is located at 2 Station Rd, Shepreth, SG8 6PZ
16. Please ensure you are aware of fire exits and fire safety equipment.
17. In the event of a fire evacuate the hall. Leave by the nearest fire exit and ensure all areas such as the kitchen, toilets and meeting room are also evacuated.
18. The meeting point is in the car park to the rear of the hall. You should role call all users at this point.

CONDITION OF HALL:-

19. The Hirer will be held responsible for any damage to the hall.
20. The Hirer is responsible for:-
 - a. Leaving the central heating thermostats turned down to 13°C in the meeting room and main hall. Please do not alter the time clock.
 - b. Switching off ALL lights, including the outside lights.
 - c. Leaving the hall in a clean and tidy condition.
 - d. The main hall floor must be cleaned, (mopped if necessary), after each hire.
 - e. Checking that toilets have been left clean.
 - f. Ensuring all fire doors and the entrance lobby doors are all secured on leaving the venue.
21. Please do not use the small table, small chairs or upholstered chairs stored on the stage.
These are NOT village hall property. You may use the adult sized tables and chairs stored on the stage.
22. RUBBISH, please take your litter home; the hall does not have a commercial refuse collection service.

Part of the deposit may be retained to cover costs if these conditions are not met.

The booking officer can arrange for the floor to be cleaned for an additional charge of £15.

BOOKING & PAYMENT:-

23. A booking must be confirmed by FULL PAYMENT 7 days in advance. Online payment is preferred but cheques payable to Shepreth Village Hall are accepted.
24. The management committee reserve the right to request a deposit of 10% of the hire charge for a provisional booking.
25. 14 days notice must be given in the event of a cancellation of a booking, otherwise the deposit will be retained.

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26. The management committee reserve the right to request a returnable security deposit of Up to £250.

27. Keys can be collected from the lockbox at the start time as noted on the agreed booking form. Collection before this may incur an additional charge.

28. Keys are to be returned to the lockbox promptly at the end of the hire period, as noted on the agreed booking form. Failure to do so may incur an additional charge.

29. A surcharge will be made for any hire period exceeding the requested hours.

Payment can be made and lockbox access code obtained from the booking officer:

villagehallshepreth@gmail.com

We hope that you will find this information helpful and wish you an enjoyable and safe experience in our hall.