Abbots Leigh Village Hall Frequently Asked Questions

What Are the Costs

Scale of Hiring Charges	Monday- Friday 9.00 am-11.30pm	Saturday 9.00 am-11.30pm	Sunday 9.00 am-6.00pm
One-off Party (Adult/ teenage) * Max. 8 Hours	£200.00 (+ £100 refundable deposit)	£200.00 (+£100 refundable deposit)	£200.00 (+ £100 refundable deposit)
One-off Party (Child-Primary) * Max. 6 Hours	£100.00 (+£50 refundable deposit)	£100.00 (+£50 refundable deposit)	£100.00 (+£50 refundable deposit)
Main Hall (per hour)	£14.00	£16.00	£16.00
Kitchen (per hour)	£4.00	£5.00	£5.00
John Butler Room (per hour) **	£4.00	£5.00	£5.00

**If booked alone, the John Butler Room charge is £9.00 Monday-Friday, £11.00 Saturday & Sunday

PLEASE READ THE BOOKING CONDITIONS

NOTE: For Weddings, parties and functions, a deposit and minimum charges apply.

What are the Terms and Conditions?

You can download these here.

When do I pay?

Within 7 days of receiving the invoice. If the hire charge 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. Any deposit must be paid before the event
For bookings made within 1 month of the date required, payment must be made within 3 days.
For repeat bookings, special arrangements can be made, but payments must be received at least a month before the booking date otherwise the booking will be cancelled.

Do you require a deposit?

For Party bookings or similar, an additional **REFUNDABLE DEPOSIT** of £100 (£50 for children's parties) will be charged to cover breakages of excessive cleaning requirements. The deposit will be returned after recovery of cost incurred as a result of the hire. When paying a deposit, please provide your bank details so that deposits can be refunded by BACS, when appropriate. When paying a deposit, please provide your bank details so that deposits can be refunded by BACS, when appropriate.

Tables and chairs

The Hirer is responsible for putting out any tables and chairs that are required and leaving the premises and surrounds in a clean and tidy condition and replacing any contents and equipment to their usual positions. The caretaker may be able to assist by prior agreement.

Confetti and Glitter

No Confetti or Glitter please. It is very difficult to clean up, so you will lose some or all of your deposit if it is used and we have to do a very thorough clean. It isn't good for the environment either!

What is the Cancellation Policy?

Should you need to cancel your booking and are able to do this 2 or more weeks prior to the booking date, you will receive a full refund. If you cancel 1 to 2 weeks prior to the booking date you will receive a refund of half the cost. If you cancel within a week of your booking, no refund will be issued. If you want to cancel your booking please email the caretaker, Mick Dillon or call him on 07811 111471. If cancelling, please provide your bank details so that hire charge refunds can be made by BACS.

How can I pay?

Online payments are preferred:
Account Name: Abbots Leigh Parish Council. Account Number: 20449654,
Sort Code: 60-83-01 Reference: Invoice Number
Cheques should be made payable to Abbots Leigh Parish Council, with the invoice number on the back and sent to Abbots Leigh Parish Council, Village Hall, 6 Church Road, Abbots leigh, Bristol BS8 3QP
For return of deposits paid, please email your bank details to:-
parishclerk@abbotsleigh.org.uk

How many people will it hold?

- · Full Catering, seated around 12 large folding tables 70 maximum
- · Buffet Reception and/or Dance 100 maximum
- · Seating in rows for meetings etc 70 maximum

Is there car parking?

There is no dedicated parking at the Village Hall.

Can I install a Bouncy Castle?

Yes, provided the Hall floor is covered with a drugget.

Use of the John Butler Meeting Room

If the John Butler Room is hired, as with all the other facilities, its use by children must be supervised. Any damage caused to that room of additional cleaning required will be charged from the deposit.

Use of the Audio System

If you want to use the audio system, please let the caretaker know in advance. Details of the system are shown here. (download details here)