

# Bicton Village Hall Information Pack

Registered charity number 522478



Church Lane  
Bicton  
Shrewsbury  
SY3 8EL

[www.bictonvillage.co.uk](http://www.bictonvillage.co.uk)

[Twitter @bictonvillage](https://twitter.com/bictonvillage)

## **Introduction**

Welcome to Bicton Village Hall.

Bicton is a small village situated 3 miles North-west of Shrewsbury on the B4380 Holyhead Road (the old A5).

Bicton Village Hall was established in the 1960's and is now a registered charity which provides meeting rooms for the use of the local community.

## **The Facilities**

The village hall offers a wide range of facilities including:

- Large Village Hall which can be divided into 2 smaller rooms
- Separate small meeting room
- Kitchen facilities
- Ladies, Gents and Disabled toilets
- Large entrance hallway
- Car park for approximately 50 cars
- Licensed bar facilities available for hire
- Tables and chairs are available
- Outside play area

## **Village Hall**

There are two doors leading out of the village hall into the entrance hallway. A serving hatch leads from the village hall into the kitchen.

Sliding doors into the store cupboards lead off the village hall where all of our tables and chairs are stored for easy access.

A further sliding door leads to a small bar area which can be used as a small meeting room.

## **Kitchen**

The kitchen includes cooker, 2 sinks, fridge and hot water urn.

Serving hatch through to village hall.

Size of kitchen – 4.4m x 2.7m

Well stocked cupboards including cups, saucers, plates, bowls & cutlery

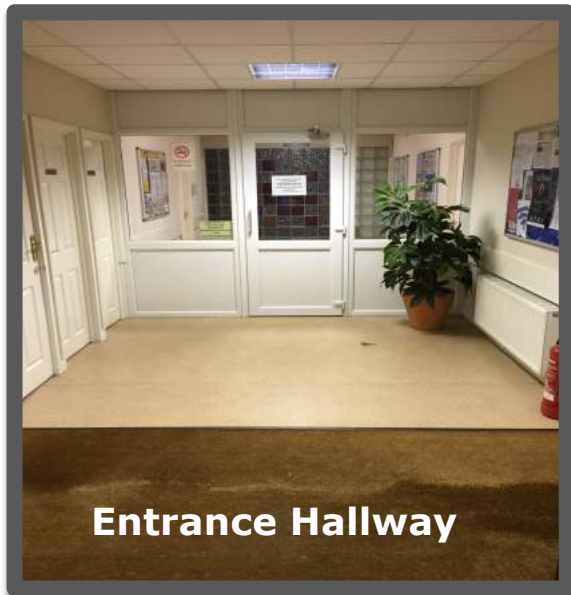
## **Hire Charges**

Village Hall hire costs are £10.00 per hour for daytime use, which includes the use of kitchen facilities and the evening rate is £100.00 including the use of the kitchen.

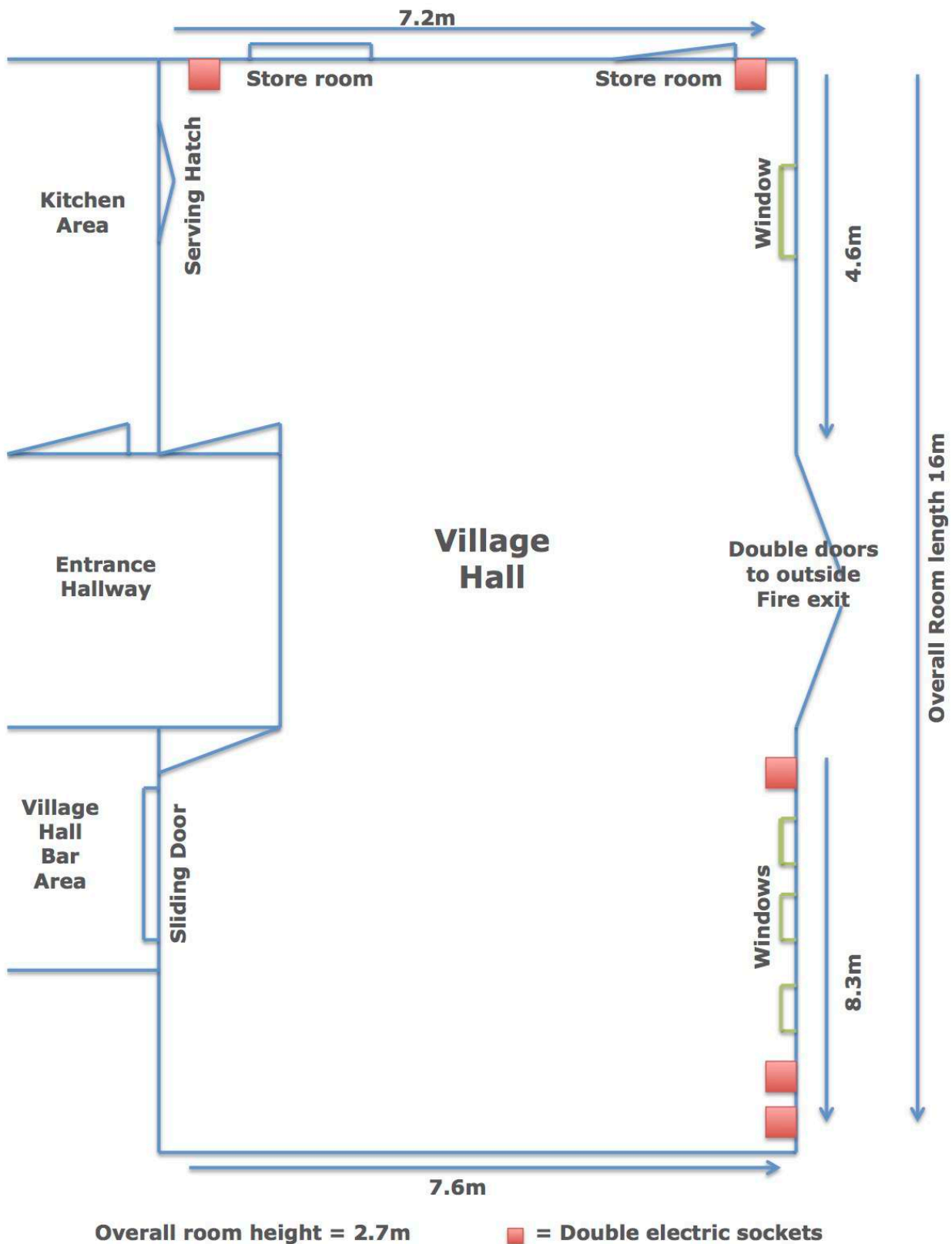
## **Contact**

To enquire about the village hall, please contact Sara on 07801 182055 or email [bookings@bictonvillage.co.uk](mailto:bookings@bictonvillage.co.uk)

## Internal pictures of the Village Hall



# Bicton Village Hall Room Layout



## Directions to the Village Hall

Travel along the B4380 towards Montford Bridge and go past the Four Crosses pub and garage. Turn right into Bicton Lane. Travel down to the church and turn right into Church Lane. The village hall can be found approximately 100 yards on the right. Sat Nav postcode SY3 8EL

## **Useful organisations**

Please note that the inclusion of any company or service should not be taken as a recommendation and is not endorsed by the Bicton Village Hall Committee

### **Catering Companies**

#### **Jenny's Catering**

Telephone 01743 873861

Email [sales@jennys-catering.co.uk](mailto:sales@jennys-catering.co.uk)

Website [www.jennys-catering.co.uk](http://www.jennys-catering.co.uk)

#### **Barbie's Bites**

Telephone 01743 850909

Email [barbies.bites@btinternet.com](mailto:barbies.bites@btinternet.com)

#### **Queens Quisine**

Telephone 07801182055

Email [sara.johnson9@btinternet.com](mailto:sara.johnson9@btinternet.com)

### **Room decoration**

#### **Giant Party Shop - Balloon Décor Specialist**

26 Mardol, Shrewsbury

Telephone 01743 344894

Facebook [Giantparty.co.uk](http://Giantparty.co.uk)

#### **Marquees over Shropshire**

Services provided include Hall linings, starlight linings, lighting, tables & chairs, flooring and dance floors etc

Telephone 01938 580182/07977 447239

Email [info@marqueesovershropshire.co.uk](mailto:info@marqueesovershropshire.co.uk)

Website [www.marqueesovershropshire.co.uk](http://www.marqueesovershropshire.co.uk)

# **Bicton Village Hall Premises and Car parking areas**

## **Terms and conditions**

### **Applications**

All applications to use the premises must be made in writing on the application form and delivered to the Booking Secretary of Bicton Village Hall at least 28 days before the event. We accept children's parties up to the age of 13 years but unfortunately cannot accept applications for birthday parties for those between 14 years and 22 years old.

### **Acceptance of applications**

The Bicton Village Hall Committee shall not be responsible for any loss or damage to any property arising out of the hiring, nor any loss damage or injury which may be incurred by or be done/happen to any person or persons resorting to the Bicton Village Hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of any machinery, failure of electricity supply, leakage of water, fire, government restrictions or acts of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Bicton Village Hall Committee against any claim which may arise out of the hiring or which may be made by any persons resorting to the Bicton Village Hall during the hiring in respect of any such loss, damage or injury.

### **Copyright**

No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright. The hirer shall indemnify the Bicton Village Hall Committee against any infringement of copyright which occurs during the hiring.

### **Disorderly conduct**

The Bicton Village Hall Committee reserve the right to terminate any meeting or other entertainment which in the opinion of any Officer of the Committee is not properly conducted.

### **Use of and damage to premises**

The hirer will be responsible for switching off all electrical appliances. Damage caused to the building, its contents and furnishings will be charged against the hirer. No decorations to be fixed to the interior walls without prior agreement.

### **Alcohol**

Only alcoholic drinks and other beverages purchased on the premises may be consumed on the premises. It is strictly forbidden to introduce any other beverages whatsoever.

### **Fire precautions**

No exits may be blocked or chairs or other obstructions placed in corridors or fire appliances removed or tampered with.

### **Vehicle parking**

It is strictly forbidden to park in the car park entrance, hall entrance, walkways and field or grass verges.

- Bouncy castles are allowed only if a copy of the bouncy castle company's insurance certificate is included with the booking form.
- Drinks are not allowed in the smoking area outside the front of the premises
- Bands must finish playing by 11pm. Disco music is allowed between 11pm and midnight and must finish promptly at that time
- The bar closes at 11.45pm and 30 minutes drinking up time ends at 12.15am
- Make sure any taxis that have been pre-booked arrive at the premises by 12.15am

**Bicton Village Hall is located in a residential area.**

**Please show consideration to the residents and leave the premises quietly.**

# Bicton Village Hall Booking Form

Please return to:  
Bicton Village Hall & Club  
Church Lane  
Bicton  
Shrewsbury  
SY3 8EL  
(Booking secretary)  
Tel: 07801 182055  
bookings@bictonvillage.co.uk

Name/Organisation.....

Address/Email.....

Telephone number.....

I/We hereby make an application for the hire of Bicton Village Hall for the dates and purpose stated.

Date of hire:.....

Time of hire: From.....(am/pm) To.....(am/pm)

Purpose of hire: .....

**Please note: We do not accept birthday parties for those aged 14 to 22 years old.**

Approximate number of guests:..... Maximum 100 people

Please state type of entertainment ie Disco, live band etc.....

### Facilities required and costs

**Bar:** If bar is required, the charge is £15 per hour per bar person (minimum 3 hour booking - One bar person per 40 guests) (please tick box)

**Hall:** (Day) including kitchen: £10.00 per hour (please tick box)

**Hall:** (Evening) including kitchen: £100 per evening (please tick box)

We require a £50 refundable deposit on all bookings. The deposit will be refunded if the room is left tidy with no damage. Please give your bank details so that we can refund the deposit

Total cost: £.....

Name of bank account.....

Sort code.....

Account number.....

I/We accept the charges as laid down by the Committee and agree to comply with the conditions of hiring. I/We also agree that this application, if approved by the Bicton Village Hall Committee, shall be deemed to be a contract between myself/ourselves and the said Committee.

Please tick box to advise you have read and understood the terms and conditions

Signed.....

Dated.....

Cheque enclosed £..... (non-refundable). Cheques made payable to Bicton Village Hall and should accompany this application form. Alternatively, pay by Bacs to Bicton Village Hall - Sort code: 207785 Account no: 60166529 (please put date of event as reference)

Keys need to be collected from Bicton Club at least the day before your event. Please note that the club is not open on Saturdays. (or Monday evenings in the Winter)

The hirer is responsible for cleaning up after the function & leaving the premises as found.

**Only alcohol purchased on the premises may be consumed on the premises.**

Date received..... Payment received in full/deposit.....