



North Street, Hundon, Sudbury, Suffolk, CO10 8EE
Registered Charity No. 283170

Booking Form for Hire of Hundon Village Hall

Hirer's Details (Must be over 18 years of age)			
Name			
Address			
Tel		Email	

Details of Hire	<i>please calculate the cost of hire:</i>	£
Hire Type	<input type="radio"/> Individual Event <input type="radio"/> Regular Commercial Hire <input type="radio"/> Hundon Village Group	
Event Type (eg Party, Wake, etc)		
Date required		
Start time (including setup)		
Finish time (including clear up)		
Approx. numbers expected	Under 18s	Over 18s
Facilities required	<i>please tick as required and add any notes</i>	
<input type="checkbox"/> Main Hall and Annex Area		
<input type="checkbox"/> Stage		
<input type="checkbox"/> Screen/Projector/Sound		
<input type="checkbox"/> Kitchen		
<input type="checkbox"/> Social Club		
<input type="checkbox"/> Bar	Bar opens:	Bar closes:
<input type="checkbox"/> Playing Field		

Please return this completed form with preferred payment method to the Bookings Manager at hvh-booking@hundon.org. Arrangements for access to the hall can be made with the booking manager at time of booking or confirmed a few days before with the caretaker David Scott on 07484 810590 or scotteds@live.co.uk

Deposits and Payment Details

For individual events, a non-returnable deposit of £50 must be made at time of booking and full payment of remaining hire fees made no later than two months before the date of the event.

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the repayment of deposits or the full fee shall be at the discretion of the Village Hall.

Payment may be made by bank transfer, cheque or cash.

Bank details for online payment of deposits and hire fee are:

Bank	Lloyds Bank
Sort Code	30-98-31
Account Number	0057 3697
Payee Account Name	Hundon Village Hall & Playing Field Charity

Please use your last name and date of event as the reference on the payment (eg SMITH261225)

Please also complete your own bank details below so we can easily return any deposit or hire fees, should the event booking not go ahead and any repayment is agreed.

Bank	
Sort Code	
Account Number	
Payee Account Name	

Larger events

If you are planning a major event, please feel free to contact us so we can help you with arrangements. Please email hvh-booking@hundon.org This is especially important if you:

- wish to use more than just the main village hall area
- need it for more than a single day/evening
- wish to set up your own music system or disco

Hirer Responsibilities – Summary

- You must leave the hall facilities - including kitchen, toilets, and outside areas clean, tidy, and ready for the next user unless you have booked and paid for the Village Hall caretaker to do this
- Remove all rubbish and recycling, unless agreed otherwise
- Take care of the hall and its equipment. You are responsible for any damage, loss, or breakages that occur during your hire, and for reporting them straight away
- Ensure all lights and electrical equipment are turned off before leaving
- Respect our neighbours – keep noise to a reasonable level, especially at night
- Only alcohol purchased through the village hall bar can be consumed on the premises
- Supervise children and anyone under 18 at all times
- Do not use candles, smoke machines, fireworks, or any open flames
- The hirer is responsible for the safety and conduct of everyone attending the event, this includes fire safety. Hirers must familiarise themselves with the Fire Action notices
- If your event involves children or adults at risk, you must follow appropriate safeguarding practices
- All hirers must help maintain a welcoming and respectful environment for everyone using the hall — treating others fairly, and avoiding discrimination, harassment, or bullying of any kind

I have read and agree to the full [Terms and Conditions of Hire](#).

I have read and agree to become familiar with the [Fire Action notice](#)

Please save a copy of this form for your records and **[email it to the booking team.](#)**

Hundon Village Hall Hire Charges

Effective from December 2025

	Individual Events	Regular Commercial hire	Hundon Village Group	Notes
Definition:	One-off or infrequent bookings	Regular bookings (> 8 bookings/year) by commercial organisations and private businesses offering a service to the community	Local groups, including community fund-raising events	<i>Set-up and clear-up time is charged at the same rate</i>
Main Hall, Annex, Kitchen, Stage	£17/hr	£14/hr	£12/hr	All areas of main hall are included. Social Club and Bar can also be booked.
Social Club	£15/hr	£12/hr	£10/hr	Bar can be booked
Bar	Included	Included	Included	Confirm when booking
Community patio	Use is included when Social Club or Hall is booked			
Village hall field by Church Street	May be available for use as additional outdoor space for large VH events or for informal sports events			Individual discussions at time of booking. Note: 2 public rights of way across field
Astroturf	Stewart Alderman (stewartalderman.sa@gmail.com)			
Football changing rooms	The Football Club changing rooms may be available for use. Donations as appropriate. Contact Rod Gaffan@hotmail.com or Annecutts189@hotmail.com			
Clean-up by VH Caretaker - hall	35	35	35	Must be confirmed at time of booking
Clean-up by VH Caretaker – social club	25	25	25	Must be confirmed at time of booking
Payment details:	£50 deposit to secure booking. Balance must be paid in full by 2 months before event	Payment as agreed	Payment as agreed	