

A close-up photograph of wedding rings and flowers. Two gold wedding bands are positioned in the center-right, one slightly overlapping the other. To their left is a white fabric flower with several petals and a cluster of small gold beads in its center. The background is a white fabric with a subtle texture and a few scattered gold beads.

*Wedding
Receptions*

*At Swanton Morley
Village Hall*

*Create Your
Perfect
Wedding
Reception
Venue*



SWANTON MORLEY VILLAGE HALL

Charity Registration No 1015751

Manns Lane

Swanton Morley

Dereham

Norfolk, NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org.uk

Twitter: @SwantonClerk



Welcome to Swanton Morley Village Hall

Thank you for your enquiry for the use of Swanton Morley Village Hall for your wedding reception. Our village hall is a modern building set in the heart of the picturesque village of Swanton Morley, with easy access from Dereham and the A47.

Our building is well equipped for wedding receptions, offering you:

- ✦ A large main hall suitable for both sit down and evening events.
- ✦ An adjacent side room, often used to set up buffet food.
- ✦ A fully equipped commercial kitchen.
- ✦ A fully licensed bar complete with bar staff.
- ✦ Ample car parking. Guests are also welcome to leave their cars onsite overnight should they wish to get a taxi home.
- ✦ Lots of green open space enabling guest to enjoy the countryside and children to play.
- ✦ Hidden hooks and attachments to assist with your decorations – or a local contact who can provide custom made wall and ceiling drapes.
- ✦ Wifi facilities
- ✦ A large foyer area to serve entrance drinks in
- ✦ We also accept debit and credit cards

If you would like to take a look round the hall or discuss the needs of your event, please don't hesitate to contact the bookings secretary on 01362 637166.

We look forward to seeing you soon.

Swanton Morley Village Hall

Packages Offered for Wedding Receptions

BRONZE PACKAGE

Bronze Package

Our bronze package allows everything you need for a party at a nice low price. With our bronze package you receive:

- Sole access to the whole premises from 6pm on the evening of your party. This will allow time for any DJ's to set up or any decorating to be done.
- Use of our brand new commercial kitchen facility
- A staffed bar for the duration of your party. We will lay on as many staff as you need for your event.
- Our bar stocks a good selection of drinks. However, where practical, if you have any special drink requirements we will endeavour to ensure we have this in stock.
- Use of our tables and chairs
- Use of our crockery and cutlery if required.
- Use of staging if required
- Last orders at 11.45pm and the hall to be cleared by 1am
- ***Low cost at only £149 for the evening***

SILVERPACKAGE

Silver Package

Our silver package allows everything that you receive with the bronze package, but allows more time to set up. With our silver package you receive the below extra benefits:

- Sole access to the whole premises from 2pm on the afternoon of your party. This gives you lots of set up time.
- We will issue you with an access pass to the building so that you can come and go as you please as you set up.
- ***All this extra time to make your party special for a price of £199***



GOLD PACKAGE

Gold Package

Our gold package is specifically for those who want to put off the tidying up – at least until the next day! The gold package allows everything that you receive with the silver package, plus the below extra benefits:

- Enjoy the day of your party without the worry of the clearing up. Put this off until the next day! We will extend your booking until 10.30am the next morning so you can come back with your team and tidy up!
- ***All this extra time for a package price of £325***



PLATINUM PACKAGE

Platinum Package

Our platinum package gives ultimate peace of mind for your event. It was put together after consultation with brides and bridegrooms so we could help to take away as much stress as possible from your wedding reception. The platinum package allows everything that you receive with the gold package, plus the below extra benefits:

- Don't want to be setting up on the day of your event? That's no problem because we will give you access to the building at 5pm the evening before so you can get the premises decorated and then go home, safe in the knowledge that everything will be ready for you when you arrive the next day – just as you left it.
- We appreciate that the bigger events take longer to tidy up – so extend your hire until midday the next day. You can leave the hall after your party and come back the next day with your team to tidy up.
- Complimentary bottle of bubbly
- ***Our best package possible comes at only £450***

Additional Information

- 1) Whilst we offer 4 main packages, we are relatively flexible, so please get in touch if our packages do not quite suit the reception you were planning.
- 2) We have numerous tables and chairs you can use. We have:
 - a. 20 x 6ft rectangular trestle tables
 - b. 8 x 3ft rectangular trestle tables
 - c. 12 x 2ft square tables
 - d. 180 chairs
- 3) Our insurance policy does not cover high risk items, such as bouncy castles. Please ensure that you have discussed insurance with your bouncy castle provider to ensure that they have covered you under their insurance, or that you have your own insurance in place.
- 4) Our building is licensed premises so you cannot bring alcohol into the building, in the same way you couldn't do this in a public house. We are happy to order drinks in for you from our wine list or a special arrangement, known as a corkage agreement, may be made. The number of bottles to be brought into the building must be declared to us 1 week in advance of the event. Our charges for corkage, per bottle, are as follows:

Table Wine (75cl)	£2.50
Sparkling Wine (75cl)	£3.00
Pimms (70cl)	£7.50
Pimms (1l)	£10.00

Please contact the bookings secretary for prices of other drinks brought into the building.

We are happy to supply glasses for drinks orders from our wine list or drinks brought in under a corkage agreement.

- 5) We have WiFi within the building, the codes for which can be obtained from the bookings secretary.
- 6) We have numerous local contacts for services such as wall and ceiling drapes and catering. Please get in touch if you require these details.
- 7) We accept debit and credit cards (with the exception American Express) and can provide cashback transactions.
- 8) We have two first aid kits onsite.
- 9) We have a payphone onsite.

Booking Form and Agreement

Name: _____

Address: _____

Post Code: _____ Telephone Number: _____

Email: (we will use this to acknowledge receipt of form) _____

Group Name & Position in Group (if applicable): _____

Type of Event: _____ Approximate number of guests: _____

Date of Event: _____

Start Time: _____ End Time: _____

(please allow time for setting up and tidying away)

Package Required

Bronze Silver Gold Platinum

If bar is required, please advise time you wish bar to open and any special drinks requirements you may have:

Payment Details

Total Cost for booking £ _____ Please enclose deposit of £ _____ to secure booking

Balance of £ _____ To be Paid By / /

Damage deposit of £ 100 required in cleared funds on the night (this will be returned after the event if no damage has occurred).

I have read and confirm my acceptance of the Conditions of Hire of Swanton Morley Village Hall

Signed: _____ Date: _____

Please return this form with your deposit to 32 Humbletoft Road, Dereham, NR19 2RT

Cheques should be made payable to Swanton Morley Village Hall

Please Take a Copy of This Form for Your Records!

Conditions of Hire

The following Conditions of Hire should be read and the booking form signed before the booking is accepted.

1. Hirings can only be made by arrangement with the Bookings Secretary. Tel 01362 637166.
2. Bookings can only be made by persons aged 18 or over.
3. No date is secure until the 20% deposit has been received.
4. The balance of the party is due 14 days before the event. If funds are not received and cleared in the Village Hall's bank account 3 days before the event then Swanton Morley Village Hall has the right to cancel the event
5. If a cancellation is necessary, then the Bookings Secretary must be notified at least 7 days in advance otherwise the fee will be forfeited.
6. A £100 damage deposit is required and must be in cleared funds by the start of the event. This will be returned when the Village Hall Management Committee is satisfied that no damage has been incurred.
7. All events must be run in accordance with the licenses of Swanton Morley Village Hall. These licenses are on display in the bar, and copies can be obtained upon request.
8. All codes for the entrance door and intruder alarm must be kept confidential by the hirer.
9. The entrance card issued remains the property of Swanton Morley Village Hall Trust and must be returned upon request.
10. **No alcohol may be brought into the hall.** A corkage arrangement can be put in place if required.
11. All hirers serving food must abide by basic food safety techniques. These can be found in the kitchen.
12. All hirers must appoint a named person to be responsible for fire safety rules observance.
13. All fire exits to be kept totally clear of obstructions and impediments.
14. Due to the automated smoke detection system in the building, **smoke machines cannot be used.**
15. It is the responsibility of each hirer to leave the Village Hall in a clean and tidy condition. All rubbish must be disposed of in the outside dustbin and new bin liners should be inserted in the bin which must be emptied. If the outside bins are full, please place in black bin liner and place beside the bin.
16. The hall floor and other areas should be swept clean at the end of the event.
17. All kitchen items used must be washed up and put away. Surfaces must be wiped with available disinfectant. This includes the surfaces of the tables.
18. Any electrical appliances taken into the building must be Portable Appliance Tested to ensure safety.
19. Prior to leaving the building, all lights and heaters must be turned off; all windows and doors shut and locked.
20. Alarm must be set on exit of the building in accordance with instructions. The hirer will be liable for any call out charge incurred by our security company if alarm has not been set properly.
21. All evening functions must finish in accordance with the terms of the booking form.
22. **No smoking.** It is against the law to smoke in these premises.
23. Nothing may be attached to the walls or the fabric of the building unless authorised by the Bookings Secretary.
24. Any damage or breakages should be reported to the Bookings Secretary as soon as possible and will be charged for.
25. Please report any accidents to the Bookings Secretary and if any item has been removed from the First Aid Boxes
26. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as the result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Swanton Morley Village Hall.
27. The hall must be left in the same clean and tidy condition as it was at the start of the hire.
28. If any of these conditions are breached then any deposits will be forfeited and future bookings may not be accepted
29. Swanton Morley Village Hall works with Norfolk Constabulary, sharing information on our bookings in order to prevent crime and disorder. By placing my booking I acknowledge that I am aware of this.