



Premises Licence No. CCDC/PREM/05/27
Music Licence PPL/PRE No. 01563231

SLITTING MILL VICTORY HALL

(Registered Charity No. 522768)

Slitting Mill Road
Slitting Mill
Staffordshire
WS15 2UW

(What Three Words: Choice, Resettle, Round)

www.slittingmillvictoryhall.co.uk

Email: slittingmillvillage@gmail.com

Emergency Number for Hirers: **07394 914296**

BOOKING FORM AND TERMS & CONDITIONS OF HIRE

REF: VH003 April 2026 – Rev 5

The Victory Hall, built in 1953, sits in the village of Slitting Mill, Rugeley – an area whose name reflects the rolling and slitting mills that shaped the area during the 17th & 18th centuries. Nestled at the edge of Cannock Chase within an Area of Outstanding Natural Beauty, the hall is surrounded by gentle hills and lush green fields, making it a favourite spot for walkers, hikers, and cyclists.

Behind the hall lies a tranquil garden and patio area framed by mature trees, offering a view across a lake and open green space. At the front, a secure gated car park provides easy access for visitors.

In 2025, the hall received a grant that enabled a full refurbishment, significantly improving the facilities and enhancing the experience for our hirers. Today, it serves as an excellent venue for parties, events, meetings, and is home to a wide range of regular clubs and community activities.

Hire Fees 2025/2026

- Sunday to Saturday £20.00 Per Hour (Min. 3 x hr booking on Sat/Sun)
(An additional deposit of £100 may be required for hourly hires, refundable following inspection the following day).
- All day hire (9am – 6pm) £150.00
(An additional deposit of £100 may be required for all day hires, refundable following inspection the following day).

Regular hirer concessions available (minimum 8 bookings per year)

- Weddings (Sat 8.00am – Sunday 1.00pm) £350 + security deposit £200 – please contact us for more information.

Hall Dimensions and Capacity

Main Hall approx. 12M x 8M

Small Room approx. 9M x 4M

Kitchen (with fridge, dishwasher and tableware).

Capacity: fire regulations allow up to 120 people to occupy the hall. 80 will fit comfortably seated with tables.

Additional options (price on request):

Cutlery & glassware for 100 people

Projector & Screen

Licensed Bar Services

Clean up services.

HIRE AGREEMENT – REF: VH003

This form must be completed by any group or private individual wishing to hire the Victory Hall. The hirer must be over 21 years of age and must remain at the hall throughout the entirety of the hire period. If the hall is for the use of an organisation, it must be signed by a senior representative (who must be over 21 years of age).

The signatories are responsible for the good conduct and organisation of any lettings.

Name of Hirer _____

Address _____

Telephone _____ Email _____

Purpose of Hire _____

Day(s) and Date(s) hire required _____

Time(s) required From: _____ To: _____ Total Hrs _____

(15 minutes set up time and 15 minutes clean-up time are provided free of charge. If you require additional time for setting up or clearing down, please ensure you book the additional time as required.)

Organisations (if applicable):

Name of Organisation _____

Name _____ Position in Organisation _____

Telephone _____ Email _____

I have read the terms and conditions of the letting on page 3 & 4 and agree to abide by these terms and pay for any damage to the building/contents incurred by the letting.

Signed _____ Date _____

Please complete all above details and return to slittingmillvillage@gmail.com. Tel: 07394 914296

Payments - please make payment by BACS 14 days before the event and key details will be sent to you 48 hrs before the event.

Account Name: Slitting Mill Victory Hall Fund

Bank: Lloyds Bank

Sort Code: 30-91-58

Account Number: 01349338

Once your booking is confirmed you will be given a reference number, please use this when making payment.

Agreement and Conditions of Use (REF: VH003)

For the purposes of these terms and conditions, the 'Hirer' (a person not being under 21 years of age) shall mean an individual hirer or where the hirer is an organisation, the authorised representative.

1. Use of the Premises:

- a. The hirer shall only use the premises for what is specified on the signed hire agreement.
- b. The hall does not permit any teenage parties, hen parties, or stag parties.
- c. The hirer is responsible for supervision of the premises and people using it at all times during the hire (including car park and surrounding grounds).
- d. The hirer is responsible for any damage to the hall including fixtures, furniture, and equipment.
- e. The hirer shall comply with all conditions and regulations made in respect of the Fire Authority, Local Authority and Local Magistrates' Court and any applicable body in connection with the event.
- f. All EXITS used for emergency evacuation **must** be kept clear at all times.
- g. The hirer must keep a register of occupancy/ attendees at all times as a legal requirement in case of an emergency when the hall has to be evacuated.
- h. The hirer shall ensure no smoking or vaping takes place within the building and any other misuse of the hall including the introduction, sale, offer or use of any illegal substances. Smoking is permitted only in the designated area at the front of the building (RHS of the entrance).
- i. The hall does not have a license for the sale of alcohol although it may be brought into the hall for personal consumption or provided free of charge by the hirer. For sales of alcohol during the hire, an external licensee must be employed by the persons hiring the hall.
- j. Music is to be kept to an acceptable volume and must stop at 11.00pm and the hall vacated by 12.00am in compliance with our hall licenses.
- k. The hirer shall ensure all guests when leaving and entering, keep any noise to an acceptable level as the hall is situated within a residential area.
- l. Bouncy Castles, inflatable play equipment, fireworks, fires, smoke machines, foam machines, bubble generators, and any similar equipment are **not allowed** to be used at the hall.
- m. Decorations must not be fitted to the walls, woodwork, ceilings, or fabrics or draped across emergency exits, lights, heaters or alarm bells. The use of blue tack, adhesive tape, screws, pins or similar is not permitted.
- n. The hall does not hold a TV License so no streaming on any device is permitted during the hire.
- o. The hall does not hold a license for gambling, betting or lotteries on the premises.
- p. The hirer must report any damages with 24hrs or immediately if damage is found when entering the building. All damages and breakages must be paid for.
- q. The hirer should ensure that any necessary third-party liability insurance is arranged for their own events. The Trustees accept no responsibility for accidents and/or injuries during the hire period.

2. End of hire period:

- a. The hirer is responsible for leaving the hall clean and tidy for the next booking. Failure to do so may result in the deposit being withheld and additional cleaning charges being invoiced.
- b. All rubbish must be removed from the premises by the hirer. Please note: there are no waste collections at the hall.
- c. The hirer must complete the 'End of Hire' checklist to confirm that all doors have been locked, lights switched off, Taps turned off, Food removed from fridges etc and the hall has been left in a clean and tidy manner for the next hirer and sign this agreement before placing the keys back in the Key Safe. If keys are not returned, a £60 replacement fee will be charged. See Form: VH014
- d. The gate must be closed and locked using the chain and padlock.

3. Set Up / Clear Up time

15 minutes of set up time and 15 minutes of clean-up time are provided free of charge. If you require additional time for setting up or clearing down, please ensure you book the additional time.

4. Payment of Hire / Cancellations

All bookings must be paid **14 days** prior to the event. The trustees reserve the right to charge a £100 security deposit which will be used for any damage or cleaning required following inspection.

Cancellations – must be advised within 14 days to enable a re-hire.

The Trustees of the hall reserve the right to cancel any booking, and a reason will be given to the hirer.

The Trustees reserve the right to close down any function where illegal or disorderly conduct is taking place, in order to protect the hall license.

5. Insurance

The Victory Hall has Third Party Insurance; a copy is available on our notice board.

The Trustees shall not be responsible for any loss, damage or injury which may be incurred by or be done or happen to any person(s) or property of such person(s) using the Centre, grounds and its car park during the hiring arising from any cause whatsoever or for any loss due to any breakdown in machinery, failure of supply of electricity, leakage of water, fire, Government restriction or act of God which may cause the centre to be temporarily closed or the hiring to be interrupted, or cancelled, and the hirer shall indemnify the Trustees against any such claim for loss, damage or injury made against the Trustees which may result from the hiring of the Centre.

Regular hirers are responsible for their own equipment and insurance. The hall's insurance does not cover any hirer's equipment stored inside the hall or on the grounds.

6. Accidents

For minor accidents, a First Aid Box is located in the kitchen, If a major accident where life is threatened or an attendee needs urgent medical attention, the hirer should contact emergency services (999) or take the person to a local A&E department. This is the responsibility of the Hirer to ensure any incident where attention is needed is taken seriously and dealt with. The hirer is also responsible for completing the **accident book** and informing the trustees of the incident within 24 hours. There is also a Defibrillator on the outside of the building near the front door. *For full details, see the VH Service & Compliance Manual.*

7. Public Safety Compliance/Health and Hygiene – please see the VH Service & Compliance Manual.

8. Dog Clubs

The hall requires that the areas used for the clubs are restricted to the Main Hall and/or Small Room and appropriate protective mats used at all times. The hirer is responsible for maintaining the premises and cleaning up after the event – this includes sweeping the floor and mopping with disinfectant.

All dog poo bags must be taken away or placed in the Cannock Council bin on the footpath outside the hall carpark. SMVH can offer a cleaning service of £50 if required.

9. Elections

The hall is used as a Polling Station by Cannock Chase County Council who are legally entitled to use the building for the purpose of taking the poll. As a result, the trustees cannot accept responsibility for any bookings that may need to be cancelled if an election is called. Notice is usually given 3 months in advance.

10. CCTV

A CCTV system is used at the hall to maintain security, deter crime and provide a safe place for hirers. For full details, please see **Policy No. VH010**.

11. Victory Hall Service & Compliance Manual

This manual can be found on the SMVH notice board and includes policies and procedures together with details for heating, water supply, fire safety, electricity and lighting. **Reference: VH015.**