



GREAT SUTTON VILLAGE HALL

BOOKING FORM FOR HIRE OF HALL AND FACILITIES

DATE OF BOOKING.....

NAME.....THE HIRER

ADDRESS.....

.....

Tel No.....E-mail.....

WHEREBY the Committee agrees to permit the Hirer to use the Hall for the purpose of:

.....(e.g. 3rd Birthday party) Number attending Event.....

For the period of.....to.....

The Committee will not accept bookings for a child's party from the age 13 years and above.

(This includes also 18th and 21st parties).

The Hirer agrees to pay the Committee the Hiring Fee of £15.00 per hour

- Total Let £.....
- Plus Deposit £50.00

The deposit of £50.00 is payable to The Great Sutton Village Hall Association at the time of the booking and the cheque dated the day of the booking.

Note: Until this deposit is received with this form the hall is not booked.

This payment will be returned in full on the day after the event if:

- No damage has occurred during the time of the hire period.
- The Hall has been left clean and tidy in accordance with the Terms and Conditions of the Hire.
- The hall was vacated on time, including removal of the bouncy castle and other hired equipment, an extra charge will be made if the hall is required to be opened to remove such equipment outside your hire term.

The Hirer agrees to abide by the Terms and Conditions of Hire attached to this Form.

Signed.....The Hirer Date.....

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GREAT SUTTON VILLAGE HALL

Terms and Conditions for Hire of Hall

Responsibilities

- 1). The Hirer must be over 18 years of age at time of application.
- 2). It is the responsibility of the Hirer to ensure that the 'Conditions of Hire' for the hall are understood and adhered to by all persons using the Hall during the hire period.
The 'Conditions of Hire' are permanently displayed in the foyer.
- 3). No liability will be accepted by the Village Hall Committee for any injury or loss however caused. Hirers are urged to arrange adequate insurance cover.
- 4). No excisable liquor should be sold or dispensed in the Village Hall unless a Licensee is present and a temporary Licence applied for and granted. There will be an additional cost of £25.00 for the application and administration of a Licence. If alcoholic drink is to be sold, the hirer must be responsible for ensuring that NO alcohol is sold to or consumed by any person under the age of eighteen.
- 5). If the Hirer wishes to bring their own alcohol onto the premises for consumption and not sold on the premises, a temporary licence is not required but the Committee must be informed of this.
- 6). Any Hirer who hires the Hall regularly and whose activities involve children and young people will be required to operate a recognised Child Protection Policy based on the Home Office Code of Practice 'Safe from Harm'.
- 7) If any problems occur during your event, the Hirer must contact the **Designated Premises Supervisor on 07864518162**

Payment Arrangements

- 1). The Hire charge will be that applicable at the date of hire in accordance with the current tariff.
- 2). A deposit of £50.00 is required with each application for the booking of the Hall. The deposit will be returned providing the premises are left clean and tidy and in good order. RUBBISH TO BE PLACED IN BLACK/RECYCLING BAGS IN THE BIN OUTSIDE THE REAR OF THE HALL. Failure to leave the premises in a suitable condition will result in the full amount of Deposit not being refunded to cover the costs of additional cleaning services.

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**3).FULL PAYMENT MUST BE TENDERED BEFORE OR ON THE DAY OF EVENT AND
CHEQUES MUST BE CLEARED BY THE BANKING SYSTEM**

4).A signed copy of the Booking Form should be sent with the deposit (where applicable) to the Booking Secretary.

5). Cheques should be made payable to Great Sutton Village Hall.

Noise

1). The Hall is in a residential area, so music and noise must be kept down to a reasonable level and not disturb the local residents.

2).The premises must be vacated and all noise cease by midnight.

Cleaning

1). The Hall and toilets must be kept clean and tidy with all rubbish removed.

Furniture and Doors

1). All hirers are asked to leave all chairs and tables stacked at the back far end of the Hall, black plastic chairs must be stacked 5 high only along sides of the hall for safety.

2). Hirers must only use blue tac for posters etc., on all walls.

3). All breakages are to be reported and a charge will be made for their replacement.

4). It would be appreciated if any faults be reported to the Booking Supervisor at the end of the hire period.

Health and Safety

1). All Fire Exit Doors must be kept clear at all times.

2). In case of Fire sound the Alarm and call the Fire Service, evacuate the premises closing all doors behind you.

3). All accidents must be reported no matter how minor.

4). Smoking is not permitted by law in the Village Hall at any time.

5). Hirers must ensure oven and burners are switched off and cleaned after use.

Storage

1). No items whatsoever are to be left in the building except by permission of the Village Hall Committee. Items of food and drink must be kept in the store cupboards. The Committee can accept no responsibility for items left in storeroom.

Parking

1). Cars are parked at owner's risk at all times.

2). No driving of cars on to the grass at anytime.

The Licensed Capacities

As premises Licence No 14/03348/LIPREM which is situated in foyer

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