

Middleton & Tadridge Village Hall

Registered Charity No. 522088

Booking Form & Hire Agreement

Name of person or organisation

Full Address (including post code & phone number)

Email address:

Date(s) of event:

Start time Finish time Time required for access to hall

For what purpose do you wish to hire the hall?

Name of responsible person

Will you be charging for alcoholic drinks? Yes/No

If yes, who will be in charge of the bar?

Estimate of **number** of people attending: Total:

of whom: aged 5 & under: aged 6-16: aged 17-64: aged over 65:

Will you need the stage? Yes/No Will you require access to audio and data projector? Yes/No

Which rooms will you be using? (please mark)

the main hall the extension with bar supper room kitchen & facilities

How many will you require? Chairs: approx. Tables: approx.

Agreed hire fee:

DECLARATION BY HIRER

I/we enclose/agree to make a deposit of and I/we undertake to pay the hiring fee no later than the date of the hiring and on receipt of invoice.

Signed (Hirer or Authorised Representative)

Date

Signed (for Village Hall)

Date

The Village Hall Committee would welcome your comments about the hall. This will enable us to continue to improve what the hall has to offer.

Standard Conditions of Hire Middleton Village Hall

Please take time to complete the booking form which is designed to ensure you are aware of your own needs and to help make your event successful. Some of the information is also required by the hall to monitor usage for funders and others.

1. The hirer agrees to notify the Village Hall of any licensable activities taking place at the event and be bound by the terms and conditions of the Premises Licence. Licensable activities include the sale of alcohol, regulated entertainment and Late Night refreshments (between 11.00pm and 5.00am)
2. The hall must be left in the same condition at the end of the hiring as it was at the beginning.
3. The Committee reserves the right to refuse a hire (or to terminate a series of hire) if in its opinion such hire would cause, or would be likely to cause, offence or disruption to the general public or to other hirers of the premises.
4. Dances, parties and similar events can pose risks particularly in relation to alcohol. The Committee reserves the right to see evidence that adequate security and stewarding is being arranged, they are appropriately licensed and that there are arrangements to identify people under the age of 18. In this respect the Dance & Events Guidelines published by the Northumberland Federation of Young Farmers provides an excellent source of advice.
5. All hirers are expected to behave in a manner so as not to cause a nuisance or disturbance to persons living in neighbouring houses.
6. The Committee reserves the right to seek full recompense for any damage caused by the hirer (or its members or those associated with it), and for any non-payment of monies due.
7. Bookings may be cancelled without penalty by notice of at least 20 working days prior to the scheduled start date of the booking. Cancellations made with less than 7 working days notice will be subject to full fee and cancellations between 19 -7 days notice 50% of the full fee.
8. Organisations hiring the hall for regular activities for children will be asked to show their Child Protection policy before the first booking commences. Organisations hiring the hall for occasional activities for children will be made aware of the hall's Vulnerable Persons Policy.
9. Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of our Vulnerable Persons Policy. Those using the hall on an occasional basis for private parties etc will be reminded of the duty of us all to safeguard vulnerable people.
10. All hirers must familiarise themselves with the hall's health, safety and emergency procedures.
11. All rubbish should be placed in bin liners and put in the two, (black and blue) waste bins outside the hall. Bin bags are provided in the cupboard under the sink in the kitchen. Please separate and place recycled materials – cans, paper, cardboard - in the blue bin.
12. All heaters, power points and lights and central heating must be switched off, the water turned off under the kitchen sink and the toilets flushed
13. Please do not change the thermostat settings on the central heating.
14. The number of people in the hall should not exceed that allowed under the terms of our Premises Licence –180 maximum. All functions should finish no later than those permitted by the Premises Licence – Monday to Sunday 1.00 AM
15. All hirers should be aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. Hirers must be aware that no children may be admitted to films when they are below the age classification for the film on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
16. The person booking the hall will be responsible for any payments due, which would include the cost of repairing any damage caused. Hirers are expected to report any breakages, damages, or safety issues to the Secretary.