

Hatley Parish Council

HATLEY VILLAGE HALL

BOOKING FORM + HIRE AGREEMENT

To be retained by the Village Hall Bookings Clerk

NB If you wish to hire the hall on a regular basis, please complete the form on page six

All lettings are made at the discretion of the Village Hall Management Group, which acts on behalf of Hatley Parish Council.

Application for hire of the Hall must be made with the **Village Hall Bookings Clerk:**

Clerk Mr Michael Marshall
Address 6 Hatley St George, Sandy, Bedfordshire, SG19 3HW
Phone 01767 650971
E-mail mick_marshall@hotmail.co.uk

Details of your event

Date of event

Hours booked From To

Rate £..... per hour

Deposits paid Booking deposit £.....

Damage deposit £.....

Hire charge paid £.....

Name of hirer
(Please use block capitals throughout this section)

Group or organisation

Contact address

.....

..... **Post code**

Phone (home/office) **Mobile**
(Please indicate if home or office)

E-mail address

I agree to the conditions and charges detailed in the Conditions of Hire.

I understand that I will be held personally responsible for compliance with the Conditions of Hire and for any costs arising from this letting as per this Hire Agreement, irrespective of whether I am booking on my own behalf or for a group or organisation.

Signed..... **Date**

Data protection We will not pass your personal details on to a third party, unless required to do so by law or if a dispute over this booking requires us to go to law.

Hatley Parish Council
HATLEY VILLAGE HALL
HIRE AGREEMENT
CONDITIONS OF HIRE

For retention by the hirer

A – GENERAL REGULATIONS

- A 1.** All lettings are made at the discretion of the Village Hall Management Group, which acts on behalf of Hatley Parish Council.
- A 2.** Application for hire of the Hall must be made with the Village Hall Bookings Clerk.
- A 3.** The Hall is **available for use** from 8.30 am and must be vacated by 12.00 midnight.
- A 4.** The capacity of the Hall must not be exceeded.
The **maximum seating capacity** is 85 people.
The **maximum standing capacity** is 120 – with minimal furniture in use.
- A 5.** In the event of there being a public function, **stewards** are required:
Under 80 people – One (1) responsible person.
80 to 120 people – Two (2) responsible people.
All stewards must familiarise themselves with these conditions.
- A 6.** No **person(s) under 21 years of age** will be allowed to hire the Hall in his/her own right. If the Village Hall Management Group decides to allow such a booking, then a responsible parent or guardian on behalf of the said person(s) must be in attendance at all times, and must sign the Booking Form.
- A 7.** No **intoxicating liquors** are permitted to be bought or sold in any part of the Hall without the express permission in writing of the Hall Management Group. Should a bar be required, the Village Hall Management Group requires full details in writing of personal licence holders.
- A 8.** **Betting, gaming and lotteries.** Nothing shall be done on or in the Hall in contravention of the laws relating to betting, gaming or lotteries. The person(s) to whom the Hall is let shall be responsible for seeing that the requirements of current legislation are strictly observed.
- A 9.** Use of CDs and DVDs in the Hall must not infringe **Performing Rights Legislation.**
- A 10.** The Village Hall **keys must be returned** promptly after vacating the premises, as instructed by the Bookings Clerk.
- A 11.** Hatley Parish Council cannot accept liability or **responsibility for any loss, damage or accident** to persons or property during occupation of the premises or its environs.

B – HEALTH AND SAFETY REGULATIONS

- B 1.** All users of the Hall must observe the health and safety regulations:
- B 2. Fire exits** must **NOT** be locked or blocked.
It is the responsibility of the hirer to ensure that the **emergency exit signs** are illuminated at all times during the course of the event.
- B 3.** All **portable electrical equipment** used in the Hall must have a current Portable Appliance Testing ('PAT') Certificate.
- B 4. Use of the stage.** The following must be observed with regard to seating arrangements, in compliance with safety and fire regulations:
 - A two (2) metre clearance** must be left adjacent to the fire exit doors.
 - Seating.** This must be arranged so that blocks of seating must not exceed **3.6 metres (12 feet) from the gangway – which must be 1.07metres (3 feet 6 inches) wide.**
- B 5.** In the interest of health and safety and in accordance with the law, hirers should note and enforce our **NO SMOKING POLICY**.

C – CARE OF PREMISES

- C 1.** Persons or organisations hiring the Hall will be held responsible for any **damage** to the building or the surrounding area arising as a result of their hire. We reserve the right to make an **additional charge** in the event of any damage exceeding the value of the damage deposit.
- C 2. Please do not use** Sellotape, Blu-Tack or anything that will damage the paintwork.
- C 3.** Hirers are responsible for instructing groups **not to drag disco or any other equipment** across the floors. Hirers will be responsible for the cost of repairs to any damage to the floors.
- C 4.** Users of the Hall must ensure that the **kitchen, bar, toilet areas and main hall floors and walls** are left clean. If not, **cleaning** will be charged at £7.50 per hour.
- C 5.** Please **clear the outside steps** of rubbish and cigarette ends. Failure to do so will result in a deduction from your deposit.
- C 6.** Please **remove all your rubbish**.
- C 7.** All damage and breakages must be reported to the Village Hall Management Group **when the key is returned**.
- C 8.** It is the responsibility of the hirer to ensure that all **lights and heating equipment** are switched off when the premises are vacated. Failure to comply will give rise to a **supplementary fuel charge** at a rate to be determined by the Bookings Clerk.

Hatley Parish Council

HATLEY VILLAGE HALL

HIRE CHARGES

Our rates are negotiable with the Village Hall Management Group.

Application for hire of the Hall must be made with the **Village Hall Bookings Clerk**:

Clerk Mr Michael Marshall
Address 6 Hatley St George, Sandy, Bedfordshire, SG19 3HW
Phone 01767 650971
E-mail mick_marshall@hotmail.co.uk

Payment is required in full for bookings made within one month (28 days) of your event.

All cheques to be made payable to **Hatley Parish Council**.

Hourly rate	Village residents	Others
Private individuals and groups	£7.50	£10.00
Community service		£5.00
Funerals		No charge
Minimum charge		
Friday or Saturday evening		£50.00
Commercial lettings		£100.00
Supplementary charges		
Heating, if required		+15%
Cleaning per hour (at the discretion of the Bookings Clerk)		£7.50

Deposits

Deposits are payable at the time of booking.

For bookings made more than one month in advance, a booking deposit may be required, at the discretion of the Bookings Clerk. The balance to be paid one (1) month before the date of the booking. No advance booking will be considered firm until a deposit has been paid.

Booking deposit – 25% of the hire charge

At the time of booking a damage deposit will usually be required to cover any breakages, cleaning, additional charges or repairs to damage arising from the hire. This will be refunded in full after the event if none of the above occurs.

Damage deposit – £50.00

Cancellations

Any **damage deposit** will be refunded in full if the event is cancelled by the hirer.

For lettings cancelled by the hirer **more than 28 days** prior to the event, all booking deposits and hire charges paid will be refunded.

For lettings cancelled **within 28 days** of the event, the following scale of cancellation charges payable will apply:

- Cancellation **15 to 28 days** before the event – **10%** of the hire charge
- Cancellation **7 to 14 days** before the event - **15%** of the hire charge
- Cancellation **less than 7 days** before the event - **25%** of the hire charge

Hatley Parish Council

HATLEY VILLAGE HALL

BOOKING FORM – REGULAR USERS

To be retained by the Village Hall Bookings Clerk, with a copy to the hirers

All lettings are made at the discretion of the Village Hall Management Group, which acts on behalf of Hatley Parish Council.

Application for hire or cancellation of the Hall must be made with the **Village Hall Bookings Clerk**:

Clerk Mr Michael Marshall
Address 6 Hatley St George, Sandy, Bedfordshire, SG19 3HW
Phone 01767 650971
E-mail mick_marshall@hotmail.co.uk

Please advise the Bookings Clerk as soon as possible if the Hall will not be required at the usual time on any forthcoming date.

Details of your event

Date of regular booking slot

Hours booked From To

Rate £..... per hour

Damage deposit paid (where applicable) £.....

Name of hirer
(Please use block capitals throughout this section)

Group or organisation

Contact address

.....

..... **Post code**

Phone (home/office) **Mobile**
(Please indicate if home or office)

E-mail address

I **agree** to the conditions and charges detailed in the Conditions of Hire.

I **understand** that I will be held personally responsible for compliance with the Conditions of Hire and for any costs arising from this letting as per this Hire Agreement, irrespective of whether I am booking on my own behalf or for a group or organisation.

Signed..... **Date**

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Date	Payment received
.....	£.....
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