

External or Business Application Form for the Hire of Burbage Village Hall

Bookings Clerk: Louise Gordon (01672 810421) E-Mail: bvhwilts@gmail.com

Please complete all sections in BLOCK CAPITALS

Details of Organiser responsible for, and in charge of the Event:

Name:

Address:

Postcode: E-Mail:

Landline: Mobile:

Details of Event: **ALL SECTIONS MUST BE COMPLETED**

Nature of Function (Please declare if 18th/21st Birthday Party)	
Day and Date of Function	
Hire Start Time (include set-up time)	
Hire Finish Time (include clearing-up time)	
Approximate number attending	
Numbers/Ages of any Children attending	Under 12 Aged 13 to 17
Will music be played?	YES NO
Will a Bouncy Castle or similar be hired? (See Condition 10E)	Number of hours of use
Do you need use of the additional Fridge/Freezer?	YES NO
Will Alcohol be served, either by yourself or from the Bar? IF YES additional information is required The Alcohol Booking Form must be completed <u>Permission is required to serve/sell your own alcohol</u>	YES NO A minimum charge of £30 is made if alcohol is to be served unless the Hirer obtains their own licence (see the attached General Conditions of Hire)

By Signing below, I confirm that I have read and accepted the General Conditions of Hire, have read and signed the separate Privacy Notice (Hirers), and that I am over 18 years of age

Name	Signature	Date
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HIRING CHARGES are £15 per hour before 18:00 and £17 per hour after 18:00

Please add £1.50 per hour if a Bouncy Castle or similar is to be used

A MINIMUM BOOKING TIME OF 2 HOURS APPLIES TO ALL BOOKINGS

When booking, a £50 Deposit is required to secure the hire. Some or all of this Deposit may be retained if there is damage to the Hall or if additional cleaning is found to be necessary. The Deposit will be returned as soon as possible by cheque or BACS. Full Hire Fee payment (additional to the Deposit) must be received in advance of the hire date.

Please return the Booking Form and Payment to:

Bookings Clerk: Louise Gordon at 242 High Street, Burbage, SN8 3AR

Payment Methods:

CASH: I enclose the sum of £.....

CHEQUE: I enclose a cheque, payable to Burbage Village Hall in the sum of £.....

BANK TRANSFER: I have made a Bank Transfer of £..... (**Please provide a copy of the Bank Confirmation**)

To account: Burbage Village Hall, HSBC Bank plc., Sort Code: 40-32-07 Account No.: 31472399

GENERAL CONDITIONS OF HIRE

Payment: To be made as per your booking form.

Cancellation charge: An administration charge may be taken from the deposit if dates advised as per our agreement change, or where hire is cancelled within 7 days of the event.

THE PERSON OR ORGANISATION NAMED ON THE BOOKING FORM IS RESPONSIBLE FOR:

1. Looking after the hall and its fixtures and fittings,
2. Safety and good conduct of everyone in the building, ensuring that the maximum number of people (i.e. **120** seated, **150** standing) is not exceeded,
3. Observing fire regulations; for example, hirer to ensure specified means of escape are monitored and kept free of obstruction,
4. Leaving the hall in a clean and tidy state, putting off all lights, ensuring all doors are locked, windows are closed/locked as appropriate and taking away any rubbish. (See checklist.),
5. The cost of damage, however caused,
6. Ensuring noise (especially from all forms of music) is kept to a reasonable level and that the music stops at midnight or on Sundays by 10.30pm: **excessive noise is a statutory offence**,
7. Ensuring adult supervision ratio of at least one to ten in the case of parties/discotheques for young persons, i.e. those under 18 years of age, (minimum number of adults is 3),
8. **Ensuring that Keys are returned within 15 minutes of booking end time to comply with the Hall's insurance**,
9. Hirer and guests' cars being parked considerately and not in front of the British Legion premises.
10. **OBTAINING PRIOR CONSENT FOR:**
 - A. Extensions to existing electrical fittings,
 - B. Decorations or advertising materials in the hall,
 - C. Entering the hall before or after the time booked,
 - D. Attaching anything to the building, internally or externally,
 - E. Hire of Bouncy Castle or similar and providing confirmation of relevant separate insurance to Trustees.

THE PERSON OR ORGANISATION NAMED ON THE BOOKING FORM IS NOT PERMITTED TO:

1. Sublet.
2. Serve or sell Alcohol without permission - Bar services are available and may be requested at the time of booking, on the Alcohol Booking Form. If Alcohol will be sold by the Hirer instead then they must obtain their own licence, and this must be shown to the Bookings Clerk in advance of the actual hire date.
3. Play music unless complying with the appropriate PPL/PRS licence process. A copy of any licence confirmation must be provided to the Village Hall Committee.
4. Use any naked flames within the hall.

THE CHARITY TRUSTEES RESERVE THE RIGHT TO:

1. Alter the terms and conditions of hire,
2. Refuse or cancel bookings,
3. Increase charges,
4. Recover the cost of damage from deposits or otherwise,
5. Enter the hall at any time,
6. Recover from Hirers any penalties incurred by BVH due to noise disturbance.

THE CHARITY TRUSTEES ARE NOT LIABLE FOR:

1. Theft of or damage to personal property,
2. Failure of Mains Services affecting the hiring,
3. Expenses incurred by attendance at the hall by Fire, Police or Ambulance services,
4. Public liability cover for commercial hirers.

**IN CASE OF FIRE OR EMERGENCY, THE ADDRESS OF THE PREMISES IS:
BURBAGE VILLAGE HALL, 58-60 EASTCOURT ROAD, BURBAGE, SN8 3AJ**

Keys are to be collected from/returned to 68 EASTCOURT ROAD at the times agreed at booking