

Newton Village Hall

Registered Charity No. 274101



Church Lane Newton Wisbech PE13 5HF

Booking Form - Occasional Users

Name of Hirer	
Address	
	Postcode
Home Telephone	Mobile
E-Mail	

Date of Hire	Purpose of Hire	Number Attending
Setup Time	Start Time	Finish Time
		Vacate Time

Is alcohol to be sold on the premises? YES / NO
If yes, please give name, address and telephone number of person providing the bar

Cost of Hire	Deposit
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I hereby confirm that I understand and agree to abide by the Terms and Conditions of Hire, as laid down by the Village Hall Management Committee, a copy of which has been provided to me.

I confirm that I am aware that the Village Hall Statement of Child Protection requires that hirers providing care services for children must comply with all statutory requirements in regard to approval of persons caring for children.

Please tick the boxes if you require an Invoice or a Receipt

Signature of Hirer	Date
Signature of Booking Secretary	Date

WHEN SIGNED BY THE BOOKING SECRETARY THIS FORM SERVES AS CONFIRMATION OF BOOKING

TERMS AND CONDITIONS OF HIRE OF THE VILLAGE HALL
GENERAL TERMS OF HIRE

1. The Hirer shall be 18 years of age or over.
2. The Hirer shall:
 - a) Ensure that the conditions of hire are observed by those attending the function.
 - b) Use the premises for the purpose as described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
 - c) Be responsible for the cost of making good damage caused to the premises, furniture, fittings etc. Any damage shall be reported to the Caretaker.
 - d) Ensure that tables and chairs are put away and all rubbish is removed at the end of the Hire.
 - e) Ensure that the hall, including toilets and kitchen, is left in a clean and tidy state. Failure to do so may incur an additional charge at the discretion of the Committee.
 - f) Ensure that all persons on the premises act in an orderly manner.
 - g) Ensure that the occupancy limits on the premises specified are not exceeded.
 - h) Ensure that fire evacuation procedures and the location of fire exits and fire extinguishers are made clear to all people using the hall.
 - i) Ensure that all exits are kept clear.
 - j) Ensure that those attending the function are made aware of the exits which should be used in the event of an emergency.
 - k) Ensure that no unauthorised persons are allowed to gain access to the premises.
 - l) Ensure that no alcohol is consumed by persons less than 18 years of age.
 - m) Ensure that no illegal substances are brought onto or consumed on the premises.
 - n) Ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
 - o) Ensure that any electrical appliances brought by the hirer and/or entertainer to the premises and used there shall be safe, be in good working order and used in a safe manner.
 - p) Ensure that if an official bar is in place, no unauthorised alcohol shall be brought onto the premises.
 - q) Ensure that no dogs (except guide dogs) are brought into the hall.
 - r) Observe all relevant food health and hygiene legislation and regulations if preparing, serving or selling food on the premises.
 - s) Ensure that any activities for children under eight years of age comply with the provisions of The Children's Act 1989 and that only fit and proper persons have access to the children.
 - t) Ensure that tape or drawing pins shall not be used when putting up notices or posters except on the notice board.
3. In order that disruption to local residents is kept to a minimum, hirers are asked that those attending a function ensure that the minimum of noise is made on arrival and departure.

PREMISES AND OTHER LICENCES

1. The hall has a Premises Licence authorising the following regulated entertainment and licensable activities between the hours of Midday and Midnight, Mondays to Sundays inclusive:
 - a) The performance of live music;
 - b) The playing of recorded music;
 - c) The performance of dance;
 - d) Entertainments similar to those in a), b) and c);
 - e) Facilities for making music;
 - f) Facilities for dancing; and
 - g) Facilities for similar entertainment to those in e) and f).The capacity of the hall is 120 persons seated or 100 for dancing.
2. Where a licensable event is to be held for which the premises are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed. In order to hold a licensable activity not covered by the hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority.
3. If it is intended to provide a bar during the hiring, written permission from the Committee must be obtained before a TEN is given. Failure to do so may result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the Hall Management Committee and local voluntary organisations.
4. The hall does not have a licence with the Performing Rights Society for the performance of copyright music.

ADDITIONAL OR VARIED CHARGES

1. Failure to vacate the premises on time may, at the discretion of the Committee, result in an additional charge.
2. Failure to clear the premises of any equipment at the conclusion of a letting may incur an additional charge, at the discretion of the Committee.
3. The Committee reserves the right to vary the hire charges and the conditions of hire at any time and without notice.

CANCELLATION

1. The Committee reserves the right to refuse a booking, or to cancel a booking already made, unless satisfied that adequate adult supervision of the occasion is to be provided. Details of such adult supervision shall be provided if requested by the Booking Clerk.
2. The Committee reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station for a Parliamentary, European or Local Government election or by-election, in which case the hirer shall be entitled to a refund of any money already paid.

LIABILITY AND INSURANCE

The Committee does not accept liability for loss or damage to clothing or articles left on the premises otherwise than as a result of its own negligence. The hall is insured against any claims arising out of its own negligence or otherwise for third party liability as occupier of the hall. Equipment of any description brought onto the premises by hirers, or by persons attending their functions, is not so covered. The hirer shall be responsible for making their own arrangements to insure against any third party claims which lie against him or her (or organisation if acting as a representative) whilst using the hall.