

Booking Form for Whitchurch-on-Thames Village Hall

Name:

Address:

Phone number:

Purpose of hire:

Date/s and time/s of hire:

Date	Times	Hall or C'ttee room	Cost £

Deposit paid: £

Signature of hirer:

Date:

Enquiries and bookings should be made through the Hall Manager:

Mr Richard Scearce, 38 Manor Road, Whitchurch-on-Thames, RG8 7EU.

Tel: 0118 984 2004 (between 9.00 am and 1.00 pm, if possible).

In signing this Booking Form, the Hirer agrees to have read and understood the attached Conditions of Hire and to comply fully with them. Please note the servery must not be used for the preparation of food.

The Village Hall Committee hopes that you are satisfied with your hiring of the hall. If you have any concerns or suggestions, please contact the Hall Manager (contact details above) or the Secretary to the Hall Committee, Felipa House (Tel 07419 118449).

Village Hall Committee, February 2017

Conditions of Hire for Whitchurch-on-Thames Village Hall

1. The hirer will be responsible for:
 - a) The supervision of the premises and the care and safety from damage of the contents.
 - b) The supervision of the car parking, and in particular ensuring that the public highway is not obstructed.
 - c) Ensuring that the stage is not used unless prior permission had been given by the hall manager, that the safety barriers are in place and that details are recorded and signed off in the stage record book.
2. The hirer shall not sub let the premises.
3. The hirer must ensure that persons using the premises do not behave in a manner that adversely affects the health and safety of themselves or others. Any event involving users under 18 must be supervised at all times by at least one responsible adult over 21 years of age. **No alcohol** is to be served to or consumed by under 18-year olds at any time. **Smoking** is not allowed in the hall.
4. The hirer shall not allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises or any insurance policies in respect thereof.
5. The hirer must ensure that access to fire extinguishers is not impeded, and that emergency exit routes and lights are not obstructed.
6. The hirer must enter the details of any accident or injury to any person in the Accident Report Book (kept in the servery).
7. The hirer will be responsible for obtaining licences that may be required for the consumption of alcohol, or from the Performing Rights Society, and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrates Court or otherwise.
8. The hirer must ensure that the kitchen servery is not used for the preparation of food, as the necessary facilities are not provided. Any food waste must be taken away by the user.
- 9 No dogs, with the exception of guide dogs or police dogs, are allowed in any part of the building.

10 When leaving the premises at the end of the hiring, the hirer shall ensure that:

- a) The premises are left in a clean and tidy condition, with any contents temporarily removed from their usual position replaced.
- b) All rubbish is taken away by the hirer.
- c) All lights and kitchen equipment are switched off (but not the central heating).
- d) All external doors are securely closed, and that the main entrance door is locked.

11 The hall is licensed for music, singing and dancing between 8.00 am and 11.00 pm on Mondays to Saturdays and from 8.00 am to 10.30 pm on Sundays. The volume of music and any other noise must be at an acceptable level at all times.

The number of people allowed in the hall at any one time must not exceed 100. All functions must cease no later than 11.45 pm without the prior approval of the manager.

12 The committee shall reserve the right:

- a) to make an additional charge to the hirer in respect of:
 - The cost of any loss or damage done to any part of the property including the curtilage thereof, and of the contents, during or as a result of the hiring.
 - The cancellation of hiring at short notice.
 - The late payment of a hire charge.
- b) to refuse any booking, waive or alter the conditions of hire at its discretion.
- c) to enter the premises to check observance of licensing law or hire conditions.
- d) to terminate the hiring if any of the above conditions are not being met.

Village Hall Committee, February 2017