

## Southbourne Village Hall -Booking Application:

Bookings Clerk – Pam Dobson 01243 376698  
REGISTERED CHARITY NO. 301762

Name of hirer Name of organisation (if applicable)					
Address					
		Postcode			
E-mail:					
Home telephone:				Mobile	
Day & Date of Hire:					
Frequency of Hire:		ONE OFF	WEEKLY	MONTHLY	OTHER
Purpose of Hire <i>Capacity with tables -120 persons Dances/theatre – 200 persons.</i>		(Wedding /group etc)		Hall- Yes/No      Sutcliffe room Yes/No	
Requirement of hire		Kitchen: Yes/No		Crockery: Yes/No	Cutlery: Yes/No
Will tickets be sold for your event?		YES		NO	
Is food to be provided at the event?		YES		NO	
Is alcohol to be provided at the event?		YES		NO	
Will there be exhibition of a film?		YES		NO	
Will live music be performed or recorded music played?		YES		NO	
Time (including set-up time). <b>The hall shall be cleaned, vacated, and locked within 30 mins of expiry of hire.</b> (failure to comply will be a breach of contract)		Start-time :		Finish-time:	
<b>MUSIC TYPE</b> (e.g. disco/Live band/background music) <i>Please note- No music to be played after 11.00 p.m. Monday to Thursday and 11.30 Friday to Saturday</i>					
<b>HIRING FEE</b> <b>Hall</b> –£ 11.00 per hour <b>Sutcliffe Room</b> £7.00 per hour. <b>Wedding Receptions Dances, parties and Socials</b> 9.00am to 11.30 pm Hall and Sutcliffe room £185, plus £80 deposit Midday to 11.30 pm Hall and Sutcliffe room £160 plus £80.00 security deposit 6.00pm to 11.30pm Hall and Sutcliff room £110 plus £80.00 security deposit. <b>Sundays</b> –by special arrangement only. (minimum booking 3 hours). <b>Christening and Children’s birthday parties etc.</b> £25.00 deposit.					
DEPOSIT refundable subject to damage/breakages.				<b>£ 80.00</b>	
<b>BALANCE DUE</b> (excluding Deposit)				<b>£</b>	

I agree to be present during the above hiring, and have read and agree to abide by the conditions of the hire outlined below.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Please Complete and Return to Pam Dobson 9 second Avenue, Southbourne PO10 8HP-**

Office Use Only

	Deposit received	£	Date	initials	
Cheque -made payable to (Southbourne Village hall) BAC’s payment sort code: 30-93-97 Account No: 01443386 Total Fee received (excluding deposit)					

1. THE HIRER will remain onsite and be responsible for the supervision and care of the premises (that is the rooms hired and the common area of the hall), their fabric and contents, during the period of hiring.
2. THE HIRER will be responsible for the supervision and care of all occupants of the hall premises during the period of the hiring. THE HIRER will be responsible for supervising the behaviour of all persons using the premises, whatever their capacity including proper supervision of car-parking arrangements, particularly to avoid obstruction of the highway.
3. THE HIRER must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s). THE HIRER must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015.
4. THE HIRER must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. THE HIRER must ensure that you have the appropriate copyright licences for film. (The Deregulation Act 2015 requires you to have our written permission to show a film).
5. It is the responsibility of THE HIRER to set up rooms in the format required prior (within a 15-minute -30-minute window or as agreed with the Management Committee or Bookings Clerk) to the commencement of the hiring.
6. It is the responsibility of THE HIRER to ensure that they are fully conversant with the Fire & Evacuation procedures of the hall prior to the commencement of the hiring. That you as THE HIRER have received a copy of this procedure.
7. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let the premises. They shall not use or allow the premises to be used for any unlawful purpose or in any unlawful way. They shall not do, or bring onto the premises anything, which may endanger the premises or render invalid any insurance policies relating to the premises.
8. THE HIRER shall ensure that nothing is done on or, in relation to, the Hall in contravention of the law relating to gaming, betting and lotteries.
9. THE HIRER shall comply with all conditions and regulations made in respect of the hall by the Fire Authority, Local Authority, and Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
10. THE HIRER shall, if preparing, serving or selling food observes all relevant food health and hygiene legislation and regulations.
11. THE HIRER shall ensure that any electrical appliances brought into the Hall and used there, either by him or on his behalf, shall be safe, in good working order, and used in an appropriate manner.
12. THE HIRER shall indemnify the Committee for the cost of repair, of any damage done, to any part of the Hall, (including the boundaries thereof,) or the contents of the Hall, which may occur as a result of the hiring.
13. THE HIRER shall ensure that, with the exception, of guide dogs, no animals are brought into the Hall without express permission in advance.
14. AT THE END of the hiring the HIRER shall be responsible for leaving the premises hired in a clean and tidy condition. ALL BINS are to be emptied into black bin bags and placed in the external bins. ANY ADDITIONAL CLEANING NECESSARY WILL BE CHARGED TO THE HIRER.
15. If THE HIRER wishes to cancel a booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the repayment of any deposit already paid, or the further payment of any additional fee or fines shall be at the discretion of the Committee.
16. You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our Fire Risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.
17. You must also comply with our health and safety policy, and by signing this agreement confirm that you The HIRER have received a copy prior to commencement of hiring.
18. Safeguarding children, young people and vulnerable adults. You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. (*SVH Safeguarding policy can be found on the website and on the notice board*).
19. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
20. We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.
21. THE COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer, and any deposit shall be returned. The COMMITTEE reserve the right to alter charges.

**The booking of the Hall by the Hirer indicates acceptance of all of the above conditions of hire. These conditions may not be varied in any way except without the prior written approval of the Committee.**