

Southbourne Village hall Booking Application

Bookings – Pam Dobson 01243 376698

| | | | | |
|---|-------------------|---|--|----------------|
| Name of hirer Name of organisation (if applicable) | | | | |
| Address | | | | |
| | | | | |
| | Postcode | | | |
| E-mail | | | | |
| Home telephone | | Mobile | | |
| Day & Date Of Hire | | | | |
| Frequency Of Hire | SINGLE | WEEKLY | MONTHLY | OTHER |
| Purpose Of Hire <i>Capacity with tables -120 persons Dances/theatre - 200 persons.</i> | | | | |
| Time (including set-up time). <i>The hall shall be cleaned, vacated and locked within 30mins of expiry of hire, (failure to comply will be a breach of contract)</i> | Start-time : | | Finish-time: | |
| Premises Required; | Hall Yes/No | Sutcliffe room Yes/No | Licensed Bar Required Yes/No | |
| | Kitchen Yes/No | Cutlery (Hire charge £5.00) Yes/No | Crockery (Hire charge£10.00) Yes/No | |
| MUSIC TYPE (e.g. disco/Live band/background music) <i>Please note- No music to be played after 11.00p.m Monday to Thursday and 11.30 Friday to Saturday</i> | | | | |
| HIRING FEE Hall –£ 11.00 per hour <u>Sutcliffe Room</u> £7.00 per hour. <u>Wedding Receptions Dances, parties and Socials</u> 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 11.30 Hall and Sutcliff room £110 plus £80.00 security deposit. Sundays –by special arrangement only. (minimum booking 3 hours). Christening and Children’s birthday parties etc. £25.00 deposit. | | | | |
| DEPOSIT refundable subject to damage/breakages. | | | | £ 80.00 |
| BALANCE DUE (excluding Deposit) | | | | £ |

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- 01243376698

Office Use Only

| | | | | | |
|--|------------------|---|-------------|-----------------|--|
| | Deposit received | £ | Date | initials | |
| Cash/Cheque -made payable to (Southbourne Village hall) | | £ | Date | Initials | |
| Total Fee received (excluding deposit) | | | | | |

CONDITIONS OF HIRE OF SOUTHBOURNE VILLAGE HALL

1. The Hirer will remain on, 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 so as to avoid obstruction of the highway.
3. 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. (Please seek our guidance on access times and assistance available for undertaking this task.)
4. 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. (Please seek our guidance on this issue in advance of the hiring.) (Please refer to Policy on notice board and website)
5. 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.
6. 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.
7. 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.
8. THE HIRER shall, if preparing, serving or selling food observes all relevant food health and hygiene legislation and regulations.
9. THE HIRER shall ensure that any electrical appliances brought into the Hall and used there, either by there or on his behalf, shall be safe, in good working order, and used in an appropriate manner.
10. 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.
11. THE HIRER shall ensure that, with the exception of guide dogs, no animals are brought into the Hall without express permission in advance.
12. AT THE END of the hiring the HIRER shall be responsible for leaving the premises hired in a clean and tidy condition, properly locked and secured and any furniture temporarily removed from their usual positions properly replaced. 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.
13. IF THE HIRER wishes to cancel a booking before the date of the event and the Events Group 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.
14. 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.
15. 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.
16. Attention is drawn to HIRES that on occasion members of the public may access the village hall to use the bathroom facilities, HIRES can politely ask them to leave the hall, without unnecessary challenging behaviour. If members of the public present with challenging behaviour, HIRES are advised to contact a committee member or where necessary to contact the police. (Please see Safeguarding Guarding Policy on notice board and Website).
17. The COMMITTEE reserve the right to alter charges.

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