

FLAX BOURTON VILLAGE HALL - BOOKING FORM

Hirer's Name: _____

Hirer's Address: _____

_____ Post Code _____

Contact Name (if different from above): _____

Contact Telephone Number/s: _____

Contact Email Address: _____

Date of Function : / /20

Start Time of Function (incl. Set up time): _____

Finish Time of Function(incl. Clear up time): _____

Type of Function: _____

Number of people attending: _____

Hire Charges: (details on website)

Number of Hours: _____ x **Hourly Rate £** _____ **Hall Hire Due**

Crockery, Cutlery, Glass Hire 1 - 25 People / £15

Crockery, Cutlery, Glass Hire 26-50 People / £20 **Crockery, Cutlery, Glass Hire Due**

Crockery, Cutlery, Glass Hire 51-100 People / £30

Standard Deposit - £80 or **Wedding Deposit - £200** **Deposit Due**

TOTAL DUE:

Payment Method: Cheque Bank Transfer

Please make cheques payable to: Flax Bourton Village Hall CIC

Bank Details for online Banking: Sort Code: 60-04-35 Account No: 11042931

*****Payment Reference: Hirer's Name & Date of Function*****

Hirer's Bank details for Deposit Return: (Alternatively, deposits will be refunded by cheque)

Account Name: _____ Sort Code: _____ Account No: _____

Booking Form & Cheque (if applicable) to be returned to:

Bookings Secretary, Mill Cottage, Station Road, Flax Bourton, Bristol BS48 1NG

Telephone: 07495 280014

OR Email the Booking Form & BACS Payment Date to: fbvhall@gmail.com

I confirm that I have read, understand and accept the conditions of hire (Copy attached)

Signed: _____ **Date:** _____

OFFICE USE ONLY BOOKED: PAYMENT RECEIVED DATE:

CONFIRMATION EMAIL SENT: DEPOSIT RETURNED:

FLAX BOURTON VILLAGE HALL

CONDITIONS OF HIRE

Email: fbvhall@gmail.com

Telephone: 07495 280014

For the purposes of these conditions, the term *Hirer* shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. *The hirer* will be responsible for the cost of repairs and/or replacement if any damage is caused to the buildings or equipment (including crockery), as a result of hiring the Hall.
2. The Hall will be reserved on your behalf when the appropriate payments have been received. Cheques should be made payable to 'Flax Bourton Village Hall CIC'.
3. In some circumstances a special deposit will be required for certain functions at the discretion of the management committee. Such deposit will be repaid to *the hirer* within 28 days of the period of hire less the cost of rectifying any damage caused to the premises and/or contents thereof as a result of hiring the Hall.
4. The Hall is licensed for music and dancing until 11.00pm Sunday-Thursday and midnight on Friday & Saturday. Functions must end by this time.
5. The Hall is NOT licensed to sell alcohol.
6. Up to 200 persons are permitted in the Hall (140 when tables and chairs are used).
7. *The hirer* is required to leave the hall (including kitchen, toilets and ancillary areas) in a clean and tidy condition, removing all perishable rubbish, glass and bottles from the premises.
8. Premises must be vacated within 30 minutes of the end of the function and any equipment etc brought in removed.
9. *The hirer* must ensure that all lighting is switched off and that all windows are shut and doors locked before leaving the premises.
10. *The hirer* is responsible for the safety and conduct of the guests at the function as defined in the Licence on display in the Hall.
11. *The hirer* is responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, Phonographic Performance Ltd or Theatre Act Licence if public performances are intended. *The hirer* must inform the Bookings Secretary if such licences are to be obtained.
12. *The hirer* shall not use the premises for any purpose other than that described in the booking form and shall not allow the premises to be used for any unlawful purpose or in any unlawful way that may render invalid any insurance policies in respect thereof.
13. *The hirer* shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
14. *The hirer* shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
15. *The hirer* shall ensure that any electrical appliances brought to the Hall and used there shall be safe and in good working order, and used in a safe manner.
16. *The hirer* shall ensure that the minimum of noise is made on arrival and departure.
17. Flax Bourton Village Hall CIC reserve the right to cancel any booking, without prior notice.
18. Flax Bourton Village Hall CIC reserve the right to refuse any application for the use of the Hall premises and shall not be required to give any reason for its decision. Its officers have right of entry at all times.
19. Flax Bourton Village Hall CIC or its officers cannot under any circumstances accept responsibility for injury sustained by any person, nor for loss of or damage to personal property, including motor vehicles and/or contents therein.
20. The igniting of firework or bonfires on the premises is strictly prohibited.
21. Hall users are requested not to stick/hang anything onto the ceiling. Blu-tack only on the walls.