

# NORTH MORETON VILLAGE HALL

## BOOKING FORM

I/We \_\_\_\_\_

wish to book the hall on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**NB: The hall must be vacated by midnight on day of use.**

Name: Mr/Mrs/Ms/Title \_\_\_\_\_

Address: \_\_\_\_\_

Tel no: \_\_\_\_\_ email: \_\_\_\_\_

### CHARGES (These are current charges but are under review)

**Deposit: Weekend evenings £75 Other times £25 (or as agreed)**

*(This deposit should be paid (if possible) by a separate cheque as it will be returned if the hall is left in a clean and 'as found' condition - otherwise a charge will be deducted from the deposit for any cleaning required or any damage or breakages incurred. Stiletto heels are not permitted.)*

NB: Liability for any damage rests entirely with the hirer.

Deposit (£75/25) £ \_\_\_\_\_

1/2 day or evening hire (4 hours) £40 per session £ \_\_\_\_\_

Friday or Saturday evenings (4 hours) £75 per session £ \_\_\_\_\_

Additional Hours (above 4 hours) £10.00 per hour £ \_\_\_\_\_

Special Rate (if agreed) \_\_\_\_\_ £ \_\_\_\_\_

Tables £2 each (free with hall booking) £ \_\_\_\_\_

Chair £0.50 each (free with hall booking) £ \_\_\_\_\_

Crockery & Cutlery £5 (free with hall booking) £ \_\_\_\_\_

Traffic cones (free £20 deposit)

Marquee (10x6) Ask for details

**Total Hire** £ \_\_\_\_\_

**Total Paid including deposit** £ \_\_\_\_\_

**Payment should be made at time of booking** - BACS preferred .

**Please transfer the deposit separately and label both payments**

**with Ref: VH + name**

A/C Name: Parochial Church Council of North Moreton

Sort code 08-92-99 A/C No: 67204027 **OR** cheque to the above account

# NORTH MORETON VILLAGE HALL

## BOOKING CONDITIONS

The above premises are licensed by the South Oxfordshire District Council for Public Entertainment and Food Preparation. **The number of persons present at any one occasion is limited to 120 High Density Use and 88 Seated Function Use.** The hall is the responsibility of the Parochial Church Council and that responsibility has been delegated to the Hall Management Committee. Your attention is drawn to the obligations of using the Village Hall, especially if you are a key holder

- It is not possible for a member of the Management Committee to be on the premises at every letting, however it is necessary that the Management Committee nominates one person, who must be a minimum of 25 years old (usually the hirer), to be responsible for all matters relating to that letting and that person should be present in the hall during the letting period.

The person responsible for any letting must be aware of the following conditions of use:

### Stage:

- ONLY 2 PEOPLE ALLOWED ON STAGE AT ANY TIME – THIS IS FOR SAFETY REASONS

### Fire Regulations:

- Users must familiarise themselves with the location and use of the various fire extinguishers and blanket.

### Alcohol Consumption

- If alcohol is to be sold it will be the responsibility of the hirer to obtain a license and to ensure that licensing laws are observed.

### Nuisance

- Disturbance to neighbours must be kept to a minimum.
- Please park considerately.
- The entrance door should be kept shut while the hall is in use.
- On leaving the hall, especially at night, users should be reminded to leave quietly.

### Facilities

- **Heating:** When the hall is not in use the hall heating is on standby against frost damage etc. On no account should the mains electricity, gas or boiler be switched off (except in the case of emergency). Users should familiarise themselves with the instructions for using the heating by reading the instructions adjacent to the gas boiler.
- **Kitchen:** Facilities include a gas hob, electric oven, fridge and sink. Cups, saucers and plates can be found in the cupboards under the worktops - if used, they should be washed and put away. Notices regarding use of the facilities are displayed.
- **Toilets:** All toilets should be left clean and swept. All bins should be emptied.
- **Hall:** Please note that stiletto heels are not permitted. On leaving, users should sweep the floor and stack chairs and tables. These should be lifted and not dragged. All personal items should be removed.
- **General:** On leaving the hall the hirer should check – Everything is left as originally found, that all doors and windows are closed and secured and all lights are switched off including the external porch light and the emergency lights above the exits. **All rubbish, including any left over food and drink, should be removed from the site.**
- **Safeguarding:** I have read and understand the safeguarding policy.

***PLEASE TREAT THE HALL LIKE YOUR OWN HOME AND ENJOY ITS USE***

**I/We agree to the above terms and conditions and have read the safeguarding policy**

**Signed:**

**Date**