

CROFT VILLAGE HALL

BOOKING FORM

The Village Hall is available for hire subject to the conditions printed overleaf. The Management Group and Parish Council reserve the right to refuse any request to hire the Hall. Charges for commercial groups may vary from those printed below and will be subject to negotiation with the Management Group.

FULL NAME OF HIRER Mr/Mrs/Miss/Ms \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

E-mail address \_\_\_\_\_ Contact Number \_\_\_\_\_

DATE(S) REQUIRED \_\_\_\_\_

TIMES REQUIRED- from \_\_\_\_\_ to \_\_\_\_\_

Nature of Event \_\_\_\_\_

Will Bar facilities be required? YES/NO

If "YES" please give the full name and address of the Publican supplying the Bar

\_\_\_\_\_ Contact No. \_\_\_\_\_

I apply to use Croft Village Hall as detailed above. I undertake to comply with the Conditions of Hire printed overleaf and to pay the agreed Hire Charges.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**HIRE CHARGES**

HIRE of HALL (3 rooms and Kitchen) ----- £6.00 per hour or part hour

USE of COOKER ----- £2.00 per session

For single bookings a damages deposit of £30 will also be required. As long as no damages occur, this will be refunded in full after the event.

## **CROFT VILLAGE HALL - CONDITIONS of HIRE**

1. The Hirer will be responsible for the proper use of the Hall and its facilities.
2. The Hirer will pay the cost of making good, to the satisfaction of the Management, any damage caused to the building, furniture, utensils or apparatus during the time that the Hall is being used.
3. The Hirer will be responsible for leaving the Hall and equipment clean and tidy at the end of the hiring. Any damage caused during the hiring or any dissatisfaction with the state of the Hall should be reported to the Booking Secretary or the Caretaker immediately.
4. The Hall cannot be hired to persons under the age of 18 years of age.
5. When the Hall is hired for use primarily by persons under the age of 18 years, the Hirer must ensure that a responsible adult is present and in charge at all times.
6. No person or organisation may sub-let the Hall.
7. No articles or apparatus may be permanently fixed to any part of the Hall without the prior permission of the Management.
8. All booking enquiries are to be made to the Booking Secretary - Peter Vokes, The Green, Church Lane Croft PE24 4RS Tel. 07507178457. Completed Booking Forms, together with the agreed fee, should be returned to the Booking Secretary. It is in the interest of the Hirer to confirm the booking as soon as possible. You will receive confirmation of your booking from the Booking Secretary.
9. Keys will not be available to Hirers. The Hall will be unlocked for you before your event and locked after it. Hirers wishing to gain access to the Hall outside agreed "hire times" should make suitable arrangements with the Booking Secretary at the time of booking.
10. A cancelled booking may result in a charge of 50% of the hiring fee.
11. In the event of unforeseen circumstances rendering the Hall unusable, the Management reserves the right to cancel a booking. The Booking Fee will be returned in full.
12. The Management reserves the right to refuse further bookings from any person or organisation that fails to comply with these Conditions of Hire.
13. The definition and interpretation of these Conditions of Hire is deemed to be that of the Management.

**NB** Hirers are expected to comply with all legal requirements concerning gambling, the sale of alcohol, the playing of music, etc.

**PLEASE NOTE: SMOKING IS NOT PERMITTED IN ANY PART OF THE HALL.**