

CONDITIONS OF HIRE & BOOKING FORM

For HOLYBOURNE VILLAGE HALL

HIRE CHARGES FOR HOLYBOURNE VILLAGE HALL

HOURLY RATES WITH EFFECT FROM 1st JANUARY 2022

Holybourne Residents

<i>Weekdays:</i>	<i>£10.50</i>
<i>Weekends before 18:00</i>	<i>£12.00</i>
<i>Weekends after 18:00</i>	<i>£13.50</i>

Non-Holybourne Residents

<i>Weekdays:</i>	<i>£12.00</i>
<i>Weekends before 18:00</i>	<i>£14.50</i>
<i>Weekends after 18:00</i>	<i>£19.00</i>

BOOKING DATE.....

BOOKING TIME.....

PURPOSE OF BOOKING.....

NAME OF HIRER.....

ADDRESS.....

.....

.....

HOME TEL No.....

MOBILE TEL No.....

EMAIL ADDRESS.....

SIGNATURE OF HIRER.....

Please complete this page of the form in **BLOCK LETTERS** then **sign and return to:**

Mrs Vickie Kemp, 10 Smithy Close, Holybourne, ALTON,
Hants GU34 4EE (01420 549074 or 07737 369803).

Please keep the second page of this form, to ensure that you are aware of the conditions of hire.

PLEASE READ CAREFULLY

Please note that Holybourne Village Hall will only request the minimum personal data required to process your booking. However, to save time we will retain your details on our file, for use in future bookings. Your data will NEVER be disclosed to any third party.

If you are happy for us to **retain your data** after your booking please tick this box.

CONDITIONS OF HIRE OF HOLYBOURNE VILLAGE HALL

1. All bookings must be made through the booking secretary, Vickie Kemp (01420 549074) on the form provided by her.
2. The right is reserved by the Village Hall Committee (VHC) to refuse or cancel any booking. In respect of a refusal a reason need not be given.
3. A day, for the purpose of these conditions and scale of charges, shall not commence before 0830 and shall end at 2345.
4. The premises **must** be vacated by midnight when bookings are held on a Saturday.
5. Hirers are requested to have regard to the nearby dwellings so that, particularly after 2300, no undue noise or disturbance occurs such as to give rise to complaints.
6. The person signing the booking form is considered "the hirer" but when he/she signs on behalf of an organisation the officers of that organisation shall be considered "the hirer" and shall be jointly and severally liable together with the person who signs the form.
7. A "No Smoking" policy is in force in all areas.
8. The hirer shall make arrangements for responsible persons to be in charge and to ensure that good order is maintained, and no unauthorised admissions are allowed.
9. The right to enter the premises is available to any member of the VHC or the Police at any time.
10. The hirer shall be responsible for obtaining any licence that may be required by law in connection with the use of the premises. Any intention to apply to the magistrates for a licence to sell intoxicating liquor on the premises shall be notified on the booking form when the booking is made.
11. No drunken or disorderly person is to be admitted into, or to remain, on the premises.
12. No "EXITS" may be blocked nor chairs or other obstacles placed in corridors or fire appliances removed or tampered with.
13. No bookings may be made more than twelve months in advance.
14. At least a 30-day notice of cancellation of bookings must be given in writing to the VHC. Cancellation less than 30 days before a booking entails a cancellation fee of 10% of the whole hire charge.
15. A booking must include any time required for:
 - (a) preparation for the event.
 - (b) the event.
 - (c) clearing up, and removal of hirer's equipment, stock, waste etc. after the event.
 - (d) Storage of the hirer's equipment and stock before and after the event where such storage prevents or restricts the hall from being booked for another event.
16. Hirers are not entitled to enter the premises at any other time than the specified hours for which the premises have been hired.
17. No furniture shall be removed from any room or store without permission of the VHC.
18. No decorations shall be affixed or nailed, stapled, or screwed into the walls or

woodwork and such walls and woodwork are not to be marked in any way.

The heating and lighting installations shall at all times remain under the control of the hirer or a person acting on his/her behalf. No other person whosoever shall operate or to operate or interfere with such installations.

20. **No portable electrical appliances shall be used in the hall unless they have a current PAT certificate which must be clearly displayed on the appliance.**
21. The hirer shall be responsible for all damage to the premises and any property in the premises occurring during the period of the hiring or while persons are entering or leaving the premises pursuant to the hiring howsoever and by whomsoever caused.
22. The VHC will not be responsible for the loss of, or damage to, property or equipment whilst deposited in the Village Hall and on its land, or for any loss, damage, or injury, which may be incurred by, or happen to any person or persons resorting to the premises during hiring.
23. The premises shall not be used for any other purpose other than for which they are hired as set out in the hirer's booking form.
24. The hirer shall not sublet the hired premises or any part thereof, except with the permission of the VHC.
25. The kitchen facilities are only to be used by the hirers who have booked for such use and who are hiring the hall at the same time.
26. Advertisements of events for which the premises are being hired can only be displayed at the discretion of the VHC.
27. **The hirer shall at the end of the period of hiring leave the premises in a clean and orderly state. The VHC reserves the right to surcharge Should it be necessary.**
28. No naked flames are permitted inside the building, with the exception of:
 - Birthday cake candles.
 - Matches or small lighters to ignite birthday cake candles.No barbecues, fires, flares, tealights, flambeaux, lanterns or any other naked flames are permitted in the grounds outside the building. Any deliberate ignition of flames not included in the exceptions listed above will be considered as wilful damage. Perpetrators will be fined by the VHC and potentially prosecuted under criminal law.
29. Hirers are required to bear in mind the following **maximum capacity** when making a booking and running an event:
 - **Accommodation: 60 people.**
 - **Seated for meals: 60 people.**
 - **Dances and Socials: 60 people.**
 - **Seated for Presentations and Meetings: 60 people.***This total includes anyone hosting, or assisting with, an event as well as attendees.*
30. All trailing electrical leads and extensions must be covered in a safety trunking or safety mat, or securely taped down.
31. Hirers are requested to pay attention to the proper use and switching off of the equipment at the hall.
32. **No portable heaters are to be used in the hall.** Unauthorised heating appliances are to be used on the premises only with the prior consent of the VHC.