

# Burton Dassett Village Hall - Northend

## Booking Form

### Hirer's Details:

Name			
Address			
Email			
Home Phone			
Mobile Phone			
Event Name			
Date required		For regular hire use special requirements box to provide details e.g., 1 <sup>st</sup> Thursday of the month.	
Event Time	Start:	Finish:	Total Hours:
Set Up Time	1 hour maximum prior to start time of your booking.		
Clear Up Time	1 hour maximum immediately after the end time of your booking.		
	If you would like to access the hall at any other time, please request this access below in the special requirements comments box.		

### Special Requirements:

**English Government Current COVID restrictions must be followed. If the event needs to be cancelled for reasons of Government Restrictions a full refund will be issued.**

### Cost of hall hire:

Occasional Users	£15 Per hour
Burton Dassett Residents / Regular Users	£10 Per Hour
Breakage/damage deposit - £50 Please write a separate cheque do not include in the hiring fee. Cheque or cash to be held by the booking clerk until satisfactory post hire inspection of the hall is completed by the committee or caretaker (usually one week maximum)	
Hiring Fee =	

### Payment

Cheques payable to – Burton Dassett Village Hall – Separate Deposit and Fee Cheques please.  
Cash in an envelope with a completed booking form posted or delivered to; -

Lucy Tibbles, Athelstan, Top Street Northend. CV47 2TN

Bank Transfer – Burton Dassett Village Hall – Sort Code 08-92-99 Account Number – 67230279

If paying by bank transfer, please email [BDVH1934@gmail.com](mailto:BDVH1934@gmail.com) with the completed booking form attached to confirm.

**All occasional hire charges to be received at least 2 days before the day of use.**

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I have read and understood the terms & conditions of hire. I am over 21 years of age.

Print Name:

Signed:

Date:

## **Terms & Conditions of Hire**

The hirer shall be over 21 years of age and is responsible for the following: -

1. Hirers take full responsibility for the event. This includes making payments and deposits, and any damage that may occur at the event. Should repairs to any damage or cleaning up after the event be deemed unacceptable an additional fee may be charged. It is the responsibility of the hirer to make additional payments to cover all costs incurred.
2. Fire regulations are adhered to. All fire exits must be kept clear. Fire equipment must not be tampered with. Observance of the occupancy levels is a mandatory legal requirement. Please ensure that guest numbers are always within the limit of 100 people or current government COVID safe requirements.
3. The hire times are adhered to. Please leave the hall in a quiet and peaceful manner, respect our neighbours.
4. Village Hall Keys are stored in a key safe accessed by a PIN code given to the hirer by the booking clerk. The hirer shall not give this PIN code to anyone else. The key must be returned to the safe and the safe locked after the hall is vacated. Lost keys will be charged for.
5. The Hall must be cleared within 1 hour after the function except by prior arrangement with the booking clerk. It must be left in the same condition in which it was found. The following actions must be taken; -
  - a. All tables and chairs stacked in their original position.
  - b. Doors locked.
  - c. Lights and electric equipment switched off.
  - d. All rubbish in correct wheelie bin. GREY = non-recyclable, BLUE = mixed recycling & GREEN = food waste - no plastic!
  - e. All kitchen surfaces disinfected before use and cleaned after use.
  - f. Cutlery, crockery, glasses, and tableware returned clean and dry into storage.
  - g. Floors swept.
  - h. Toilets flushed and basins emptied and unplugged.
6. The Hirer shall not sublet the hiring or use the premises for any unlawful purpose or in any unlawful way do anything or bring onto the premises anything that may endanger the property or public or may in any way invalidate any insurance policy held by the Hall Committee.
7. The Hirer is responsible for the health and safety of those attending an event and all measure must be taken to avoid injury. The Hall Committee cannot be responsible for injury though activities relating to an event or misuse of equipment.
8. The hirer shall indemnify the Hall Committee for the cost of repair of any damage done to the property during the hiring, including the curtilage thereof or of the repair or replacement of the contents of the premises as a result of the hiring. Any such repairs or re-placement of property to be organised by the Hall Committee and invoiced to the hirer. The Hall Committee reserves the right to charge the hirer for any loss of income due to wilful damage during the hiring.
9. It is not permitted to sell alcohol on the premises without prior application to the committee and the district council. If you wish to request a temporary alcohol license, please note this in the "special requests" section of the booking form.
10. Regular hirers wishing to store equipment within the hall may do so only through agreement with the Hall Committee and a rent may be charged. Insurance of such equipment shall be the responsibility of the hirer.
11. Children under 18 years of age must be always accompanied by an adult.
12. Food and hygiene regulation compliance is the responsibility of the hirer. The Village Hall Committee is in no way liable for any instance when a hirer fails to comply with Food and Hygiene Regulations and any consequences thereafter.
13. Clothing and valuables are taken onto the premises at their owner's risk.
14. BBQs are only permitted in the purpose-built BBQ. The grill should be disinfected/cleaned before and after use, then left in the hall kitchen after use. Cold ashes should be bagged and placed in the grey wheelie bin. Hirers are permitted to return the next day to clear ashes.
15. All breakages or damage to the building must be reported to [BDVH1934@gmail.com](mailto:BDVH1934@gmail.com) or to the booking clerk on 07971 801843 immediately after the hire period.

### **DATA USAGE & STORAGE**

**The data stored on this form is required to hire the Village Hall. It is used to contact the hirer regarding their use of the hall only. This data is stored securely (protected hard drive & secured home office) and is only accessible by serving members of the village hall committee. This data will be destroyed a maximum of 5 years after the hire period. If you would like us to destroy this data before that date, please inform the booking clerk in writing at the above addresses.**