

## BUILDWAS VILLAGE HALL BOOKING FORM

To be used after dates and details have been agreed with the Booking Secretary!  
Booking Secretary : Jen Morgan, Marnwood Hall, Buildwas TF8 7BJ.  
enquiries@marnwoodproperty.co.uk Telephone 07831398763

TODAY'S DATE:

DAY, DATE & TIME OF HIRE:

HIRER / ORGANISATION:

EMAIL ADDRESS:

ADDRESS:

TELEPHONE - Day:

Evening:

PURPOSE OF LET:

PUBLIC / PRIVATE FUNCTION (please delete as appropriate)

NUMBER OF PEOPLE EXPECTED:

ALCOHOL None / Provided free /For Sale - **License required** (Please delete as appropriate)

HOURLY RATE £10 per hour

NUMBER OF HOURS HALL REQUIRED:

SECURITY DEPOSIT (due now) £10/ £50 **See Notes 5 & 9**

TOTAL BOOKING FEE:

Cheques payable to 'Buildwas Village Hall'  
Please note the Village Hall holds a PRS for Music

I/We agree to the Terms and Conditions of Hire. We have read and agreed the risk assessment to be found on the website. These are also displayed in the hall.

Signed \_\_\_\_\_

BLOCK CAPITALS \_\_\_\_\_

Signed \_\_\_\_\_ Booking Secretary

The security deposit will be returned after the hire date, except in the case of loss, damage, failure to vacate at leaving time, or failure to comply with the Conditions of Hire (see below).

PLEASE SIGN & RETURN one copy of this form with your cheque to the booking secretary.

# Buildwas Village Hall Terms and Conditions of Hire

- 1. Smoking.** The hall is a no smoking area.
- 2. Supervision.** As the Hirer you will be responsible for supervising the premises, protecting the building, its contents and surrounding areas from damage during the period of the hiring. The Hall is not to be left unattended at any time.
- 3. Car Parking** should be organised to avoid obstruction of the road at all times.
- 4. Use of premises.** Please use the premises only as described in the booking form. Do not allow them to be used for any unlawful purpose or in any unlawful way. Please ensure that no person trespasses on parts of the hall not hired, nor does anything or brings anything onto the premises which may endanger them or render invalid any insurance policy. Only bring into the hall electrical equipment or appliances which have been PAT tested during the previous year.
- 5. Alcohol and licences.** There will be a refundable £50 security deposit to be paid if alcohol is to be consumed in the hall. If alcohol is to be sold on the premises, you as the Hirer will be responsible for obtaining a Temporary Event Notice from Shropshire County Council and observing the conditions that it lays down.
- 6. Gaming, Betting and Lotteries.** Please ensure that nothing is done on or in relation to the premises which contravenes the law relating to gaming, betting and lotteries.
- 7. Public Safety.** Please comply with all conditions and regulations made in respect of the premises by the Village Hall Local Authority. (See Fire and Health & Safety policies held in the hall and notices on board). Keep all exits free from obstruction and ensure that fire appliances are not removed or tampered with. Police Officers and members of the Fire Brigade and Ambulance Service on duty must have free access to the hall at all times.
- 8. Food Preparation.** Please discuss cooking arrangements with the booking clerk at time of booking. You will need to ensure that the preparation of food on the premises is carried out safely and hygienically in accordance with Food Safety (General Food Hygiene) Regulations 1995 or more recent/relevant legislation.
- 9. Payment.** We ask you to pay in full at the time of booking. We will expect a refundable security deposit of £10/ £50 (see note 5 above) to be paid at the same time.
- 10. End of hire.** Please ensure that the hall and car park are vacated within the time specified in the booking. You as the Hirer will be responsible for leaving the hall and surrounding area in a clean and tidy condition, with any contents temporarily removed from their usual positions properly replaced, lights and heating turned off, doors and windows properly closed according to the checklist in the kitchen. In particular, the kitchen and bar areas are to be left in a clean and tidy condition. The Committee accepts no responsibility for any property brought into the hall.
- 11. Noise.** We ask you to ensure that the minimum of noise is made on arrival and departure and that the volume of amplified sound be kept to a reasonable level in consideration of the private homes nearby and the time of day.
- 12. Refused Booking.** The Committee reserves the right to decline or cancel any booking for any reason.