

Wilsford Village Hall

Registered Charity No 24991

Booking Form

Hirer's Name: _____

Address: _____

_____ Postcode: _____

Telephone Number: Daytime: _____ Evening/Mobile: _____

Function Details: _____

(Please give full details, eg wedding; dance; birthday party; charity function etc

NB If charitable function please give details of charity)

Date: _____ Time Required: From: _____ To: _____

Number of persons expected: _____ (Limited to 60 sitting or 90 standing)

Is a Bar required? **Yes/No** (Delete as applicable)

Due to licensing laws if alcohol is to be sold a TENS licence is needed, which can be purchased from Wiltshire Council by the Hirer.

All contracts of hire in respect of the Village Hall are subject to the Terms and Conditions of Hire as attached.

Please read before you sign. The person signing must be over the age of 21 and will be held responsible for ensuring that conditions of hire are adhered to:

(I confirm that I have read and understood the Terms and Conditions of Hire)

Signed: _____ Dated: _____

Please complete and return **both** pages of the booking form with a deposit of £10 to:

Organiser: Mr Julian Down
The Old Vicarage
Wilsford
Pewsey
Telephone: 01672 851070

Charges: £4 per hour for residents – £6 per hour for non-residents

DEPOSIT* £ _____

HIRE CHARGES £ _____

TOTAL £ _____

(the electricity is supplied on a coin meter which requires £1 coins)

Please make cheques payable to: **Wilsford Village Hall**

*Deposit returnable if the hall is left clean and tidy and in a satisfactory condition

The use of candles in the hall is limited to tea lights, and these must be placed in non-combustible containers. The use of candles in all other areas of the hall is prohibited.

NB NEITHER FIREWORKS NOR CHINESE LANTERNS ARE ALLOWED AT VILLAGE HALL FUNCTIONS

Wilsford Village Hall Management Committee

REGISTERED CHARITY NO 24991

CONDITIONS OF HIRE

1. **Charges** - £4 per hour for residents and £6 per hour for non-residents. The entire fee is to be paid no later than 7 working days prior to the date of the function. A deposit of £10 will be required at the time of booking.
2. **Cancellation** – Two weeks' notice of cancellation is required and the Committee reserves the right to retain the booking fee if sufficient notice is not given.
3. **Sub-letting** – the Hirer shall not sub-let the hall or any part thereof.
4. **Attendances** – the maximum number of persons allowed to attend a function at the hall is 90 (standing) or 60 (sitting).
5. **Maintenance of good order** – the Hirer shall at all times be responsible for the maintenance of good order during functions and to maintain the No Smoking rule. The use of drawing pins, tacks, nails and/or staples for attaching decorations is not permitted. Bluetack or Sellotape are allowed but only on gloss painted areas and this will be required to be removed at the end of the function. All equipment belonging to the Hall is available for use but the Hirer is responsible for setting up and clearing away, both inside and out. The cleaning equipment is located in the walk-in cupboard and the Hirer is responsible for ensuring that the cooker, microwave, fridges and kitchen area are left clean and tidy. The Committee reserve the right to charge a fee if extra clearing up and/or cleaning are required.
6. **Damage** – the Hirer will be responsible for all loss of, or damage to, the property and premises or property brought into, or used from, the premises and for injury to persons, or animals caused by or in consequence of any act or omission on the part of the Hirer, its agents or servants, and the Hirer is to keep the Committee indemnified in respect of any such loss, or damage or injury.

The Hirer is to ensure that no furniture is dragged across the floor and that appropriate footwear shall be worn at all times to prevent damage to the floor of the Hall. Playing of ball games of any kind is strictly prohibited unless authorised by the Committee.

If any damage is done to the Hall or the premises or their fittings, the expense to make good the same is to be paid by the Hirer.

7. **FIRE REGULATIONS** MUST BE ADHERED TO AND FIRE EXITS KEPT ABSOLUTELY CLEAR OF ANY OBSTRUCTIONS AT ALL TIMES. IF A FIRE DOES OCCUR THE HALL MUST BE EVACUATED AND ALL AREAS CHECKED. THE ADVERTISED PROCEDURE MUST BE FOLLOWED AND THE HIRER MUST FAMILIARISE THEMSELVES WITH THE LOCATION OF THE TWO FIRE EXTINGUISHERS AT BOTH EXITS AND THE FIRE BLANKET IN THE KITCHEN
8. **Music** – must be kept to a reasonable volume and must cease no later than the agreed finishing time of the function.
9. This is a No Smoking Hall. Failure to ensure that this condition is observed will result in an automatic loss of deposit.
10. **Right of entry** – right of entry to the Hall is reserved to the Chairman, and duly authorised members of the Committee at all times.
11. The Hall premises are to be left in a clean and tidy order and the key returned no later than one hour after the end of the hiring period.
12. **Parking** – under no circumstances will the Committee accept any responsibility for the loss, or damage, to any car or other vehicle which in connection with a function may be brought to or left within the precinct of the Hall. The Hirer shall ensure that no car or vehicle is allowed to be parked in any unauthorised position and that the highway is network in the village remains unobstructed.
13. Accidents or injuries must be recorded in the accident book which is in the kitchen.