



2, Harby Lane
Hose, Leics.
LE14 4JR

BOOKING SECRETARY

Mrs Tracy Roythorne

Tel 07896 606109

email hosevillagehall@gmail.com

EVENTS BOOKING FORM

Hirer contact details	
Name of person or organisation	
Position in organisation	
Full postal address	
Telephone number	
Email address	
Purpose of hire (describe required use of the premises)	
Period of hire- remember to include setting up and clearing up time	
Start date and time	
End date and time	

Which parts of the premises will be required?	
Please tick as appropriate	
Main hall	
Kitchen	
Bar	
Meeting room	
Playing fields	
Changing rooms	
Car park	
Toilets	

Fees - for completion by the booking clerk	
Do local rates apply?	
Hire fee	
Any additional charges where applicable	
£100 Returnable deposit where applicable	
Electricity charge where applicable	
Total hire charge	

Confirmation of hire agreement

This AGREEMENT is made between HOSE VILLAGE HALL MANAGEMENT COMMITTEE (the COMMITTEE) and the HIRER, whereby the COMMITTEE permits the HIRER to use the PREMISES in consideration of the FEE(S) and for the PURPOSE OF HIRE and the PERIOD(S) indicated. In return, the HIRER agrees to abide with the STANDARD CONDITIONS OF USE

I, the HIRER, agree to abide by the STANDARD CONDITIONS OF USE and any special conditions annexed to this AGREEMENT

Signed		Date	
Print name			

PLEASE READ AND SIGN THE TERMS AND CONDITIONS OVERLEAF

TERMS AND CONDITIONS OF HIRE FOR HOSE VILLAGE HALL

Please read carefully, sign and date

The **HIRER** agrees-

1. To leave the PREMISES as they find them. - Please refer to the supplied exit list.
2. To be liable for the replacement cost of any lost or damaged fixtures, fittings and for any loss or damage to the fabric of the PREMISES incurred whilst using the PREMISES.
3. To only use the notice boards provided for fixing decorations, signs etc.
The COMMITTEE reserve the right to charge or retain the deposit should there be any damage to décor from staples, Sellotape, Blu-Tac etc.
4. To report any breakages or damage to the Booking Clerk immediately.
5. To include adequate time to set up the event, return the PREMISES to a clean and tidy state and vacate the entire PREMISES within the hire period.
6. To keep all fire escape routes clear of obstruction at all times.
7. To provide all Statutory Licences for the sale of alcoholic beverages and the use of equipment capable of receiving TV pictures.
8. To observe the Hose Village Hall Operating Schedule, Premises Licence and any additional conditions applied to your booking -further details can be provided by the Booking Clerk.
9. To fulfil all Child Protection and Health & Safety requirements whilst on the PREMISES.
10. To only use the PREMISES for the PURPOSE OF HIRE as described on this form.
11. To ensure that no nuisance is caused to neighbouring residents, no obstruction is caused to local traffic and to park considerately to avoid conflict with other users of the facilities.
12. To ensure the removal of all materials or equipment brought onto the PREMISES.-
The COMMITTEE reserve the right to dispose of any materials or equipment left on the PREMISES unless prior arrangements have been made with the Booking Clerk.
13. To be responsible for the loss or damage to any of the HIRER's own equipment brought onto the PREMISES including parked vehicles & caravans.
14. To provide and use plastic glasses, unless permission to use glass has been obtained from the Booking Clerk.
15. To make full payment of the FEE(S) at the end of the PERIOD OF HIRE or, if agreed with the Booking Clerk, not more than 30 days from the date of invoice. -
A 5% charge will be incurred for late payment.
16. All hirers must be over 18.

As the hall is not 'staffed' at all times, it is also the responsibility of the HIRER to report any health and safety concerns immediately to the Booking Clerk whose contact details are displayed on the notice board in the foyer.

Events where the hire fee is greater than £100 (e.g. weddings, 18th and 21st birthday parties, caravan rallies, music gigs etc.) will be charged a returnable deposit of £100 to secure the booking.

Events where the hire fee is less than £100 will be charged in full on booking.

Payment

Cheque made payable to HOSE VILLAGE HALL or

BACS- Hose Village Hall- Sort Code 09-01-54 -Account Number 72017500

Deposits are NON-REFUNDABLE in the event of cancellation by the HIRER

Should the PREMISES not be in a satisfactory condition on vacation of the PREMISES the COMMITTEE reserve the right to charge for cleaning at an hourly rate of £20 and to retain the £100 deposit.

I have read and agree to the terms of hire and cancellation terms

SignedPrint name..... Date

A booking will only be guaranteed upon receipt of a completed booking form and relevant payment by the Booking Secretary