

Kingstone with Gratwich Village Hall

Booking Form

NB. Please complete 1, 2, 3, 4, 5, 6, 7, and Sign the form to confirm the booking and conditions of hire acceptance, then return the form with the appropriate deposit or hire fee.

To:- Alison Rogers. 2 Uttoxeter Road, Kingstone Telephone 01889 581212

1, Hirer	Name:-					
2, Telephone Day/evening				email		
3, Premises	Hall	Yes	No	Community Room	Yes	No
4, Purpose of Hire				6, Period of hire ----- & Time ↓		
5, Licensed Bar	Yes	No		From		
6, Disco Party	Yes	No		Live entertainment band etc	Yes	
7, Commercial Hirers, confirm if you/don't have public liability insurance?					Yes	

8, Hire fee/hour	£	Total cost of hire	£
+ Deposit "if required" e.g. refundable	£	Total due on date of hire	£

Signed by the letting agent (2) on behalf of the Committee _____

Signed by the Hirer (3) _____ Date / /

NB, please make cheques payable to: Kingstone Village Hall

In line with Government Regulations the Village Hall is a non-smoking venue; Smoking is permitted in the car park. Please ensure cigarette ends are placed in the bin located at the entry to front door.

In the event of the smoke alarm sounding the whole Hall must be **evacuated immediately**, everyone must assemble at the evacuation point in the far end of the car park. In the event of fire the hirer must dial for the fire brigade.

NB The fire alarm system is very sensitive and although the alarm may have been triggered by cooking fumes. Disco smoke etc. the evacuation procedure **must be observed**.

To have a fire alarm reset contact;

Dave Wymark 01889 500379 or Alison Rogers 01889 581212

At the commencement of hire the responsible hirer must indicate to the users the location of the emergency exits and also have an accurate head count.

To confirm the Hire the completed form must be returned to the Booking Secretary

Please read over leaf for the conditions of hire PTO

Conditions of Hire

Entertainment User	Monday to Saturday	11.00 am	01.00 am
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Restrictions:-			
	Sunday	12.00 noon	01.00 am
	New Year's Eve	11.00 am	02.00 am

Functions must not breach these Licenced time restrictions

1. The Kingstone with Gratwich Village Committee (hereafter called the Committee) reserve the right to refuse any hirer application.
 2. All hiring's are provisional until the booking form has been signed and returned to the booking secretary, including payment of the required deposit or hire payment in full. Deposits will be refunded in full, this subject to confirmation the Hall has be left in a tidy and undamaged condition. E.G the Committee reserves the right to retain some or all of the deposit in lieu of consequential repair or replacements.
 3. The deposit and 50% of the hiring fee are refundable if a cancellation is received within 7 days of the event.
 4. In compliance with the Fire Regulations the maximum of number of seated people in the main Hall is 120, and 180 standing, the Community Room has a maximum of 40 people seated and 60 standing, failure to observe these approved numbers may compromised user insurance liabilities.
 5. For the retail of alcohol the Hirer is responsible for obtaining the necessary alcohol license, a copy given to the committee and a copy displayed behind the bar.
 6. All hiring for dances and parties must be private, entry either prepaid tickets or by invitation, e.g. not run has a commercial enterprise.
 7. No pets or animals are allowed into the Hall, with the exception of Guide Dogs and Assistance Dogs.
 8. The Hirer will have to make arrangements with the Bookings Secretary for access to the Hall and the return of the keys.
 9. The Hirer may be asked to relinquish their booking if the Hall is required for a Funeral.
 10. The Hirer is responsible during the hire for:
 - 10a. Ensuring all activity is conducted within the confines of the Hall.
 - 10b. The supervision of the Hall including fixtures, fittings & furniture during their period of hire.
 - 10c. Ensuring that the electrical supply and appliances are not interfered with.
 - 10d. Ensuring all exits are kept obstruction free.
 - 10e. The behaviour of all persons using the Hall. In the interests of safety, do not allow any young people to run around the outside of the hall during the event.
 - 10f. Have minimal levels of noise, so as not to annoy local residents, e.g. no raised voices, door slamming, sounding horns etc.
 - 10g. Cars must be parked in the marked out areas in the car park, cars are parked at the hirer's risk.
 - 10h. In the event of the fire alarm the building must be evacuated, the Committee will conduct periodical random evacuation events.
- Contravention of section 10 requirements will possibly lead to deposit retention.
11. The Hirer shall not subject or use the hall for any unlawful purpose. In addition the Hall may only be used in accordance with local Government Licensing laws.
 12. At the conclusion of the hire period the hirer is responsible for:-
 - 12a. The function period or use finishes at the time specified on the booking form.
 - 12b. At cessation of hire ensure guests leave quietly and promptly, all appliances, heating, lights are turned off and doors locked.
 - 12c. At the conclusion of hire all Disco/Band equipment and bar equipment is removed from the Hall.
 - 12d. The Hall and its contents are left as they are found, any additional incurred charges for remedial work, cleaning, repairing etc. the Committee will deduct from the deposit.
 - 12e. All Hirer function rubbish must be removed from inside and outside the premises, N'B the wheelie bins are only for Village Hall housekeeping refuse and you may be requested to remove your bin refuse.
 13. Any formal complaint received from a local resident or the Police will result in instant event closure.
 14. The Hirer shall pay the full cost of deliberate damage to the Halls contents, fabric and furniture, including the surrounding areas fixtures and fittings.
 15. If you have used a non-booked room the Committee will make a charge for the use of the additional room.