

BOOKING FORM - VOWCHURCH AND TURNASTONE MEMORIAL HALL

Welcome and thank you for booking our hall, you will have been informed of the hire rates by now. Please fill in and return this form either by post or by email to vowchurchhall@gmail.com

Name of Hirer	
Phone number	
Postal address	
Email address	
Purpose of hire	
Dates and times required	
Total payable	
Signature (postal returns only)	

INSTRUCTIONS

- Cheques should be made payable to: **Vowchurch Memorial Hall** and send to the treasurer: Mervyn Counter, Treasurer, Atholl Cottage, Vowchurch, Hereford. HR2 0RL
- Alternatively, bank transfer payments can be made directly to our bank account 40-24-11 a/c no 50832774 please user the hirers name as reference. Please ensure you use the correct name for our account: **Vowchurch Memorial Hall**
- Please contact Jane Wheatley on 01981 550791 or 07880 505761 for information about how to access the hall.
- Please ensure that the hall, kitchen, bar and toilets are left in a clean and tidy condition. There are cleaning materials in the cupboard under the kitchen sink; the vacuum cleaner and mop etc are in the boiler room. Alternatively, we can arrange for a cleaner at your expense.
- Please turn heating and all lights off, windows closed and doors locked
- You will be given access to a key at the start of your hire period this is to be returned when leaving.
- The key to the shed containing the tables is hung on the inside of the fire exit door at the rear of the building. The shed is outside this door to the left.
- Operating instructions for heating are on top of the boiler.
- To save oil, in the winter please light the wood burner to work along with the heaters. (The thermostat is linked in). Logs stacked outside on right of hall.
- Please take all rubbish and recycling away with you. The hall is not eligible for council collections.
- Times of operation of the hall: 0800-midnight Mon-Sat. 0830-2230 Sundays.

If there are any problems or anything that you are not satisfied with, please let us know. We value your feedback

WE OPERATE AN EQUAL OPPORTUNITIES POLICY OF OPEN ACCESS WITHOUT DISCRIMINATION AGAINST AGE, RACE, RELIGION, DISABILITY, GENDER OR SEXUAL ORIENTATION

HIRING AGREEMENT AND STANDARD CONDITIONS OF HIRE FOR THE VILLAGE HALL

Standard Conditions of hire of the Village Hall

1. THE HIRER shall pay a security deposit of £30 (£100 for parties or other large events), at the time of booking the Hall. This is returnable if the hall is left clean, tidy and without damage.
2. THE HIRER shall pay the balance of fees due before the commencement of the booking, as may be directed by the Chairperson.
3. THE HIRER shall ensure that the General Rules governing the use of the Village Hall, as supplied to him/her are complied with.
4. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of its fabric and contents (safety from damage however slight, or change of any sort), and the behaviour of all persons using the premises (whatever their capacity), including proper supervision of car-parking arrangements so as to avoid obstruction of the highway or neighbouring properties.
6. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking other than those already held by the Committee.
7. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against his/her organisation whilst using the Hall. (The Committee is insured against any claims arising out of its own negligence).
8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 5, the Local Authority or otherwise.
9. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
10. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property (including the curtilage thereof) or the contents of the building, during or as a result of a booking.
11. THE HIRER shall, if selling goods on the Hall premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the local prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.
12. THE HIRER shall be responsible for ensuring that all current Covid-19 social distancing regulations are complied with.

VILLAGE HALL ADDITIONAL CONDITIONS OF HIRE FOR YOUNG PERSONS PARTIES

In addition to the standard hiring agreement terms and conditions, when booking the hall for a young adult / teenage party the following will also apply:

1. A £200 security deposit is required at the time of the booking and will be returned at the time the hall is vacated as long as the hall is left in a satisfactory condition.
2. There must be a ratio of one adult to ten young persons at all times.
3. The party must be finished by 10.00pm and the hall cleaned and vacated by 10.30pm. The party guests must leave in a quiet and orderly manner as not to disturb the local residents.
4. Strictly no alcohol or smoking on or around the premises.

All terms and conditions must be strictly adhered to at all times.

ANY breach of these conditions will result in the loss of the £200 security deposit.

Any such judgement will be made at the sole discretion of the Village Hall committee and no debate will be entered into.