

**St Francis Village Hall, Hutton Henry
Booking Form 2018**

Completed booking form to be returned to: Muriel Mitchinson, 8 The Oaks, Hutton Henry, TS27 4QX. Telephone: 01429 836818 or email david.mitchinson@btinternet.com

CONTACT INFORMATION

Name of Hirer:	
Address of Hirer:	
Telephone Number(s):	

HIRE DETAILS

Type of function to be held?	
Estimated number of people attending. (Maximum seated 100 - Other maximum 120)	
Is food to be provided at the function	Yes/No (delete as appropriate)
Will use of the kitchen be required?	Yes/No (delete as appropriate)
Do you require a licensed bar facility?	Yes/No (delete as appropriate)

BUILDING HIRE CHARGES

Hourly charge = £20 per hour or part hour	PLEASE BEAR IN MIND SETTING UP AND CLEARING UP TIME IS CHARGEABLE
Full Day & Evening Rate (Over 6 Hours) = £140	NO BOOKINGS TO EXTEND BEYOND 11.30PM
Weekend/2 Full day Rate = £200	TABLE CLOTHS CAN BE HIRED,PLEASE ASK FOR DETAILS

YOUR BOOKING REQUIREMENTS

Date of Hire	Access Time	Hours	Total Cost	Deposit & Bond Paid	Balance to pay	Paid
	From: To:					
	From: To:					

Payments can be made by cheque payable to HHCA or by bank transfer, details are available on request, a 50% deposit is payable when the booking is made. The balance of the payment is to be made one month prior to the function taking place, **together with a returnable bond of £100, if licensed facilities are required this will increase to £150.** This payment will be refunded in full if conditions of hire are met.

CANCELLATION

Notice of cancellation must be made 48 hours prior to the agreed booking otherwise the agreed hire charge will be made.

I have read and understood the terms and agreement of booking and agree to abide by them.

Signed.....(Hirer) Date.....

Signed (On behalf of HHCA) Date.....

CONDITIONS OF HIRE

- 1) All applications for hire must be made by completing and returning the booking form to Hutton Henry & District Community Association (HHCA). The person by whom the booking form is signed shall be considered the hirer. Where a promoting organisation is named, that organisation also shall be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form.
- 2) Booking forms should be accompanied by a deposit, and posted within 7 days of provisional booking being made. Preparation time and clearing up time should be included in your time requirements for the hall.
- 3) All accounts should be paid in full before commencement of the hire, unless otherwise agreed.
- 4) Please note the requirement of a returnable bond of £100 for evening facilities with licensed bar facilities, this payment will be refunded in full if conditions of hire are not breached.
- 5) No excisable amount of liquor shall be sold unless an occasional licence for the premises shall be in force at such time and the hirer shall produce such licence to HHCA before the commencement of the hiring.
- 6) The provider of the licensed bar is determined by the Trustees, details of current person are shown below.
- 7) The hall is hired on the strict understanding that the hirers or their guests do not provide or consume their own alcohol. The only exception to this rule is where the event is organised by the Association for benefit of the hall.
- 8) HHCA operates a strict no-smoking policy in and around the building.
- 9) The seating and dancing capacity of the rooms is the maximum allowed by the licensing authority (as detailed in the booking form) and the hirer undertakes that these limits will not be exceeded
- 10) No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to HHCA before the commencement of hiring. The hirer shall indemnify the Parish Council against any infringement of copyright which may occur during the hiring
- 11) **It is the responsibility of the Hirer to ensure that all members of the public, attending the function, are made aware of the Fire Exits and position of the firefighting equipment, a fire evacuation plan will be provided; a copy is also displayed in the building.**
- 12) No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with. No fire doors shall be wedged open.
- 13) Hirers will be required to and be responsible for ensuring appropriate insurance cover/risk assessments/PAT testing are in place for any equipment brought into the building.

- 14) No bolts, nails, screws, bits, pins or other like objects shall be driven into any part of the premises nor shall any placards or other articles be fixed thereto.
- 15) HHCA shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person(s) during the hire period arising from any cause whatsoever or for any loss due to any breakdown or machinery failure of supply of electricity, gas, leakage of water, fire, government restriction or act of God, which may cause the building to be temporarily closed or the hiring to be interrupted or which may be made by any person resorting to the building during the hiring in respect of any such loss, damage or injury.
- 16) The Hirer must report all accidents involving injury to the public to a member of HHCA **as soon as possible** and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported **as soon as possible**.
- 17) The right of entry is served to Durham County Council and any other agent or the owner and any Police Office at any time during the hiring.
- 18) No additional lights or extensions from the existing electric light fittings shall be used without the previous consent of HHCA, all electrical equipment used must be PAT Tested.
- 19) The hirer shall, at the expiration of the hiring, leave the building in a clean and orderly state. If the premises have been left in an unreasonable condition then a charge of £50 for additional cleaning will be made.
- 20) Hirers are asked to have consideration for nearby households and make every effort to ensure guests leave in a timely and quiet manner.
- 21) No parking is allowed on the village green, other than disabled access
- 22) Property of the hirer and the hirer's agent that is not removed immediately following the hiring period must be removed by the date and time specified by HHCA who accepts no responsibility for any property left on the premises after hiring.

USEFUL INFORMATION

BAR

If a licensed bar is required for your function, please **contact Mick Bloomfield on 07818 424682** to check his availability, book your event and arrange a Temporary Event Notice (TENs) which will also cover musical/dance activities. Time/restrictions apply – please see link below for more information, please note: A minimum of 10 days' notice will be required to apply for the licence.

Please find below some useful information links and contact to obtain the required licence(s) for your event:

PLEASE NOTE A COPY OF THE TEMPORARY EVENT NOTICE MUST BE FORWARDED TO THE BOOKINGS CONTACT PRIOR TO THE EVENT

USEFUL LINK

<http://www.durham.gov.uk/article/2138/Temporary-Event-Notices-TENs>