Upperthong Village Hall - Booking Form

## Name -

## Address -

## Email Address -

## Contact Telephone Number -

## Date Required -

## Party Occasion -

## Estimated Number of Guests –

|  |  |  |
| --- | --- | --- |
| **Start and Finish Time**  Including set up/clear up time £10 per hour |  | £ |
| **Clear up time following day**  Start and Finish Time (latest 12pm) £10 per hour |  | £ |
| **Bar Staff ( available for adult parties only)**  Start and Finish Time between 12pm and 12am  2 x staff (minimum )£20 per hour |  | £ |
| **Marquee £50 fixed fee**  (Will be put up and taken down for you) |  | £ |
| **PA System £10 fixed fee**  (Facility to play own ipod/ iphone/laptop/CD) |  | £ |
| **TOTAL** |  | **£** |

# Hire Terms & Conditions

* The Village Hall is a charity run by volunteers and we endeavour to respond to all emails to [**villagehall@upperthong.org.uk**](mailto:villagehall@upperthong.org.uk)and telephone calls to **07807 595210** within 48 hours.
* Once we have confirmed that the Hall is available for your event please make full payment by bank transfer within 7 days to secure your booking. Please credit **our Lloyds Bank account number 03079973 sort code 30-94-43 using your name as a reference**. Please note that this payment is non-refundable.
* Once payment is received we will confirm your booking by email and send you the information you will need to use the Village Halls facilities including access codes.
* As we are staffed by volunteers we regret that we cannot guarantee that a member of our team will be available on the day of your event to answer any questions. We therefore kindly request that you ask questions in advance.
* The Committee endeavour to provide a Hall that is clean and tidy for all users and at as reasonable a cost as possible**. We therefore expect that you will clean up after your event, return any equipment to its storage space and dispose of rubbish in the outside bins. We do not usually require a security deposit but reserve the right to make a charge for any cleaning required or damage incurred as a result of your event. We also reserve the right to request a security deposit if we feel this is in the best interest of the Village Hall.**
* The Village Hall has a licence for the sale of alcohol from its own bar only. Under the terms of the License, **Hirers are not permitted to serve their own alcohol.**
* **The maximum number of event attendees is 100.** The Village Hall cannot be responsible for any injuries.
* There is no telephone in the Village Hall and hirers are strongly advised to have a mobile telephone available for emergency use.
* All electrical equipment brought into the premises by the hirer must have the minimum recommended electronic testing (i.e. PAT tested or in good condition).
* **Copies of the Fire and Evacuation Procedure are displayed by the front entrance door**. **The Hirer must nominate a competent person to take charge in case of Fire. That person must make him / herself familiar with the Village Hall’s Fire and Evacuation Procedure, ensure that it is followed in the event of a fire or other emergency and that all persons at the Hall can escape unimpeded through the Fire Exits to assemble in the designated assembly area. Fire Doors MUST remain unobstructed during your event.**
* **First Aid Equipment is provided in the kitchen area**. Any accidents must be reported using the Accident Book that is with the First Aid Box in the kitchen. Completed forms should be left in the kitchen marked for the attention of the Village Hall committee.
* Children must be supervised at all times and are not permitted in the kitchen area.
* **The hirer is responsible for any extra insurance cover** that his or her function or activity may require. (Upperthong Village Hall is insured against any claims arising from its own negligence.)
* The hirer must not sub-hire or use the premises for any unlawful purpose nor endanger the premises or its users.

Thankyou booking Upperthong Village Hall and agreeing to our Terms and Conditions . The Village Hall team wishes you an enjoyable event.

**Electronic Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return form by email to -** [**villagehall@upperthong.org.uk**](mailto:villagehall@upperthong.org.uk)