**Upperthong Village Hall - Booking Form**

## Name -

## Address -

## Email -

## Contact Number –

**Event Details:**

## Date -

## Party Occasion -

## Estimated Number of Guests –

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Times** | **Rate** | **Cost** |
| **EVENT DAY**  **Start and Finish Time**  Must include set up/clear up time  Latest finish 12 midnight |  | £20 / hr | £ |
| **FOLLOWING DAY (Clear-up, if required)**  **Start and Finish Time**  Latest finish 12 noon |  | £20 / hr | £ |
| **BAR STAFF (Available for adult parties only)**  **Start and Finish Time**  Between 12 noon and 11:30pm |  | £20 / hr | £ |
| **PA SYSTEM HIRE**  (Facility to play own ipod/ iphone/laptop) |  | £10  Fixed fee | £ |
|  | **TOTAL** |  | **£** |

# Hire Terms & Conditions

* The Village Hall is a charity run by volunteers and we endeavour to respond to all emails to [bookings@upperthong.org.uk](mailto:bookings@upperthong.org.uk) within 48 hours.
* Once we have confirmed that the Hall is available for your event, please make full payment by BACS within 14 days to secure your booking.

**Lloyds Bank Sort Code: 30-94-43 Account No. 03079973**

**\*Please give your name as the payment reference**

* Once payment is received, we will confirm your booking by email. You will then be sent the information you will need to use the Village Hall facilities (including access codes) prior to your hire date.
* If a confirmed booking is cancelled by the hirer, the following charges will be applied:
* > 28 days from hire date: 25% of payment
* 14 - 28 days from hire date: 50% of payment
* < 14 days from hire date: 100% of payment

**\*Please submit cancellation requests in writing by email**

* 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 queries. We therefore kindly request that you ask any questions in advance.
* The Committee endeavours to provide a Hall that is clean and tidy for all users. **We therefore expect that you will clean up after your event, and return any equipment to its storage space. Please also empty all internal bins and dispose of your own rubbish in an appropriate manner. We do not have the facility to dispose of waste on site.**
* **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**. 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.

Thank you for booking Upperthong Village Hall and agreeing to our terms of hire . Full T&Cs can be found on our website [www.upperthong.org.uk](http://www.upperthong.org.uk). Please sign below to confirm you have read these and agree to adhere to them.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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