

HOVERINGHAM VILLAGE HALL BOOKING FORM/ HIRE AGREEMENT

Date(s) required.....

Sessions required. Morning (8am-12noon). Afternoon (12noon – 5pm) Evening (6pm -12 midnight)

(See price list) Video Projector

Event.....

Approximate number attending function..... You must ensure this does not exceed the capacity for each room as set out below

Hirer’s Name and address (inc. Organisation if applicable)

.....
.....Postcode.....Tel..... Email
.....

User (please tick)

Non-resident	<input type="checkbox"/>	Village resident	<input type="checkbox"/>	Local Group	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
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Facilities Required:
(Please tick)

Main Hall (max 120 seated)	<input type="checkbox"/>	Minkley Room (max 50 seated)	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>
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Will you be serving food or drink? [please indicate Yes or No] Please note a Good Conduct deposit is payable when you send us this booking form, where food or drink is to be served.

Booking Terms and Conditions:

Booking:

- Provisional bookings will be held for a reasonable period and on a first refusal basis only. If someone else wishes to book the premises, we will try to contact you but reserve the right to cancel your booking until it is confirmed.
- Bookings will only be confirmed upon receipt of this completed form **together with full payment** and (if food or drink is to be served) with payment of the good conduct deposit as quoted.
- Hoveringham Parish Council reserve the right to refuse a booking request.

Good Conduct deposit:

- All events offering food and drinks will be subject to a good conduct deposit of:
 - Wedding / Event package): a Good Conduct deposit of £500
 - Hire involving food or drink other than a wedding/Event package: £50
- The Good Conduct deposit is refundable within 14 days post the event and post inspection provided that there is no damage to the premises or its contents, no noise complaints, and no other breaches of these Booking Terms and Conditions.
- All or part of the deposit may be retained at the discretion of Hoveringham Parish Council if the facilities are not left in a satisfactory and clean condition and ready for immediate reuse (see Checklist attached) or if there are other breaches of these Booking Terms and Conditions.
- In the event that the cost of any damage, cleaning, or other charges exceed the amount of the good conduct deposit, the hirer will be invoiced for and must pay the outstanding amount.

Payment Terms: BACS Payment to Hoveringham Village Hall. Sort code: 602015. A/C: 97134023
Reference: HVH[surname][date of event]

All Event/ Wedding package **payments are required in full 4 weeks prior to event.**

Cancellation Policy: All hire fees and deposits are refundable up to 4 weeks prior to event date.

Hirer's overall responsibility: The Hirer is responsible for the safe conduct of their event and for the behaviour of their guests. The Hirer must ensure that the premises and its contents are used in a responsible and lawful manner, without causing any damage to the premises or its contents or any disturbance to neighbours and that all guests comply with these Booking Terms and Conditions.

Sale of Alcohol: The premises are unlicensed. The Hirer is responsible for completing any Temporary Event License Notification if charging for alcohol. A copy of the TEN issued which must be provided to the Booking Clerk 14 days prior to the event date.

Pre event visits:

- The Hirer should use the website for information on the premises and measurements where possible.
- The Hirer may have access to the hall 1 (max of 2 times) prior to event for viewings, by appointment with the booking clerk. Please invite all suppliers/ stakeholders to those viewings.
- The Hirer is advised to allow time for event set-up and catering. This is chargeable time.

Set Up and Use:

- A noise limiter is installed at the premises which is set at 90dB, measured at the internal main hall doorway. If levels exceed this for any extended period the electricity will automatically be cut off. Whilst we believe this to be a reasonable level for most uses, you must satisfy yourself this is suitable for your use.
- The Kitchen facilities and equipment are not suitable for professional catering and shall only be used as a preparation/serving area. Hirer must bring their own dishcloths and tea towels.
- The Hirer shall not to alter, move or interfere with any lighting, heating, power, cabling or other electrical fittings or appliances at the Venue, or install or use additional heating, power, cabling or other electronic fittings or appliances without the prior written consent of the Booking Clerk.
- The Hirer shall not allow candles or smoke generators. Smoke and Fire sensors are sensitive and will terminate the hiring. Vaping is also not allowed on the premises.
- The Hirer shall not fix any bolts, nails, tacks, screws, adhesives (including blu tak or white tak) , tape or other such fixing devices to the walls or fabric of the premises as these will damage the paintwork. Dado picture hooks can be used on the dado rail for light décor.
- The Main Hall and Minkley room keys will be left in key safes at the side of the front door. Please obtain the current safe code from the Booking clerk prior to the event.
- The Hall has clear instruction guides for all facilities and the Emergency contact should be used only in the case of an EMERGENCY.
- All sanitary and nappy products must be disposed of in the bags provided in bins and not flushed down the toilet.

Parking: There are limited spaces available in front of the village hall. For on-road parking, the Hirer shall request guests to park on the side of the road closest to the hall only and not (due to problems with emergency vehicle access) on both sides of the road. Parking must be considerate and not block driveway access or the pavement.

End of Hire:

- The use of the premises must end by the end of the hire period (this is midnight for an evening hire). This means that guests must have left and the premises cleaned and secured by this time. Post event cleaning can be booked with our cleaner at an additional cost. Alternatively, you can arrange to return to the premises the following morning to clean. However, this time must be booked and is chargeable.
- The Hirer must clean and return the premises to the condition it was made available so that it is ready for re-use following the checklist attached.
- The premises must be properly locked and secured with windows closed and keys returned to the key safes.
- All refuse and recycled materials must be removed from the building at the end of the hire period. Only non-recyclable waste is allowed within the Green Bin in the car park. No items, black bags etc are to be left in the carpark if the bin is full. The Hirer must remove items for recycling (e.g. bottles etc).

Liability

- Hoveringham Parish Council is not responsible for anything that may affect your event that is beyond Hoveringham Parish Council’s reasonable control, such as weather conditions, power cuts and so on. We recommend that you consider obtaining cancellation insurance to guard against unexpected events.
- Hoveringham Parish Council does not accept responsibility for any loss, damage or theft of personal property belonging to the Hirer, its suppliers or any guests. The Hirer must ensure that they have appropriate insurance in place to cover their own liability and risk and that of their contractors and guests.
- Hoveringham Parish Council will not be liable for any injury, loss or damage suffered by the Hirer or their guests, except where such injury, loss or damage was caused by its negligence.
- Save in relation to any personal injury caused by its negligence or any other liability that cannot be excluded by law, the total liability of Hoveringham Parish Council to the Hirer under or arising from its contract with the Hirer shall not exceed the hire fee paid by the Hirer.

Please sign and date this agreement, confirming that you have read our Terms and Conditions of Hire (see website for full terms) and have understood them and agree to abide by them.

Signed.....

Dated.....

Details of person responsible for condition of Hall on completion of Hire

Name..... Tel.....

Email

Please send this form and confirmation of payment sent c/o the Booking Clerk :

mailto:enquiries@hoveringham.net

EVENT CHECKLIST This page **MUST** be left in the external Post Box on leaving.
Your deposit will be retained unless the following have been completed:

Date and time of Hire.....Please **tick** to confirm all tasks completed

MAIN HALL	KITCHEN contd.
Roof Windows closed - Velux controller side of Entrance doors (Instructions on wall).	Dishwasher MACHINE DRAINED : Remove plug, set to drain and follow instructions provided
Stage stacked Flat in Kitchen side right hand store.	Floor mopped - Mop in Disabled Toilet.
25 Chairs in Church left side extension - remainder stacked in right hand store in 8's	Used Crockery washed and returned to correct cupboards. Please report any breakages (the right to charge for these is reserved)
All the large tables to be on the two large trolleys and returned to the right hand store.	All used Cutlery and Glasses returned to correct drawers / cupboards.
Floor swept Large brush in shower room. Damp mop wine or food accidents.	All refuse to be removed - Council Waste bin is for non-recyclable waste only.
Small tables onto small trolley and returned to right hand extension.	MINKLEY ROOM
Screen / room divider adjacent to shower room, Table Tennis Table If used to right hand extension.	25 Chairs to be tidy around the walls.
KITCHEN	2 Tables erected at far end –side of computer. 6 stored upright at side of entrance doors.
Roof Window closed - Velux controller side of hatch. (On/Off. P1 opens. P1twice closes)	Floor vacuumed – Mr Henry Vacuum kept in Disabled toilet.
Extractor Fan switched off – above splashback by Microwave.	All lights out – Switches in entrance lobby.
All lights off – Switch by either door.	Windows are shut and secure. - Double Glazing Shut.
Drinking water boiler off – Switch sited on wall.	Porch Door to be secure and porch light out switch by porch door in entrance lobby.
All gas hobs turned off.	ENTRANCE LOBBY
Fridge empty including ice box, - Leave Switched On – Switch sited on wall.	All lights out - 3 switches by front door.
Freezer Off – DOOR LEFT OPEN Switch Off at wall.	Floor swept and/or vacuumed – Mr Henry the Vacuum kept in Disabled Toilet.
	TOILETS
	Clean, toilets, sink, mop floor and empty bins.

Persons responsible for condition of Hall on completion of Hire

Name

Phone..... E-mail

SignedDate and Time.....