

Village Hall Bookings, Carolyn Ash

Castle Acre Village Hall, Pye's Lane, Castle Acre, Norfolk PE32 2XB

Tel: 01760 755288 / 07810 895 480

Bookings email: CAVillagehall.bookings@mail.com

Treasurer email: richardjenney@talktalk.net

www.castleacre-villagehall.weebly.com

Castle Acre Village Hall Booking Form

Hiring use

Please give brief details

Date (or dates) of hiring

Times of hiring

Number of hours to be hired

Overnight sleeperover available

£3.50 per person per night (minimum of 20 persons)

Areas of hall to be used (tick as appropriate)

Main Hall Kitchen Garden

The Hall with kitchen, garden and facilities

Cost - £12 per hour from access to departure

TOTAL HIRING FEE

£

A deposit of £40 is required to secure the booking.

This deposit is non-refundable if the check list for leaving the hall, is not completed satisfactory.

Please tick which payment method you use:

Please make cheques to: Castle Acre Village Hall

BACS payments to: A/c Castle Acre Village Hall - 13355004
Sort code 09-01-54. Please include your name as reference

The Hirer agrees with Castle Acre Village Hall's Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's "Conditions of Hire" overleaf. Please tick.

Hirer signature

On behalf of

Date

Village Hall
representative signature

Date

Hirer contact details

Name of Organisation / Individual

Address

Postcode

Landline Telephone

Mobile Telephone

Email

Website

FOR OFFICE USE ONLY

Deposit - date received - cheque/cash/BACS

Deposit - date returned

Hiring Fee - date received - cheque/cash/BACS

Notes

Queries

Notes on hall departure check list

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Castle Acre Village Hall Conditions of Hire

Hereinafter Castle Acre Village Hall shall be referred to as 'CAVH' and the Hirer named on the Booking form as 'the Hirer'.

1 Booking. All applications for the hire of the building must be sent to the Booking Officer. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age.

2 Deposit. Any deposit required must be paid at the time of application and no engagement will be booked until this has been received. The booking deposit is refundable subject to satisfactory inspection of the building by CAVH management. The deposit will be £40.

3 Safety. The Hirer should be aware of the Fire Safety Floor Plan of CAVH which is on display. Hirers are responsible for informing event attendees of health and safety issues and providing information about safety procedures, Fire Exits etc. Please observe safety notices regarding the stacking of chairs and tables. Any accident must be recorded in the Hall Accident Book to be found in the kitchen below the first aid kit.

4 Hire Charges. The hiring charges shall be those shown on the booking form and determined by CAVH. The hire charges to be paid, should reach the Booking Officer at least 7 days before the engagement.

5 Cancellation. In the event of cancellation less than 7 days before the engagement, CAVH will retain the £40 deposit.

6 Right of refusal. CAVH may refuse any application for the hire of the building without stating a reason. Village organisations shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Officer shall refer the case to the Management Committee whose decision shall be final.

7 Alcohol. The sale and provision of alcohol cannot be undertaken unless permission is sought from CAVH. CAVH has a license to sell alcohol but the responsibility for the provision, sale and behaviour of attendees is the responsibility of the Hirer. The law states: "A person commits an offence if he sells alcohol to an individual aged under 18" (Section 144(1)). **Under no circumstances can hirers permit alcohol to be sold to a person under 18 nor to allow anyone under 18 to sell alcohol.** Do not sell to anyone who is drunk. Alcohol **may not be served after 11.00pm** to ensure orderly departure. The hall has no storage for alcohol. All alcohol for an event must be delivered and removed on the day of the event. No event may be advertised stating the availability of alcoholic drinks for sale without the prior permission of CAVH.

8 Conduct and Good Order. The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

9 Cessation of activity. CAVH or Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted

10 Public Entertainments, Music & Dancing. All the conditions to the Music and Dancing Licence for the building shall be duly observed. A copy of such Licence may be seen on application to CAVH and the Hirer shall be deemed to have had notice of all such conditions. **All music must cease at 11.45 pm, and the Hall must be vacated by midnight** (unless express permission of CAVH and extension of entertainment licence sought by the hirer)

11 Occupation and use. The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time. Setting up and cleaning up to be included in booking time. The building shall only be used for lawful activities. CAVH does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

12 Sub-let. The Hirer shall not sublet the building or any part thereof.

13 Advertising. All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites,

and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.

14 Breakages and Damage. The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

15 Culpability. Except for wilful negligence on the part of CAVH, CAVH shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, 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 cancelled. The Hirer shall indemnify CAVH against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

16 Entry. The right of entry to the building is reserved to CAVH and any other agent of CAVH and any police officer at any time during the hiring.

17 Condition on vacation. The Hirer shall leave the building in a clean and orderly state. **All empty bottles, cans, paper, food debris and any other waste matter/rubbish must be cleared from the building and all external areas.** The hall and cloakrooms must be left in as clean a condition as found. The deposit monies will be refunded after a satisfactory inspection of the building by a member of the Management Committee. **CAVH has no rubbish collection, if any bags of rubbish are left after a hiring, the deposit cheque will not be refunded.**

18 No additions to the building. No fixtures/fittings of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto without permission of CAVH.

19 Animals. The Hirer shall ensure that no animals except guide dogs are brought into the premises unless permission is sought from CAVH.

20 Property. Property of the Hirer and the Hirer's agent must be removed from the building after the expiration of the hiring or fees may be charged until the same is removed. CAVH accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

21 Signage. The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of CAVH or Committee Member it shall be unseemly or expose the building to an undue risk of fire or in the opinion of CAVH or its agent is likely to lead to disturbance or a breach of the peace.

22 Fire Exits. No exits may be blocked. Chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must not be propped open.

23 Lighting. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of CAVH. All portable electrical items brought into the hall by the Hirer should have undergone and have a current Portable Appliance Test. Evidence of a PAT test to be visible and or available if requested by CAVH.

24 Capacities. The maximum number of persons allowed in the building at any one time is 120 including any staff.

25 Smoking. Smoking is NOT permitted in any part of the building at any time.

26 Keys. Keys must be returned to the booking officer immediately after the event. Any loss of keys will result in the loss of the deposit fee.

27 Hire Period. The hire period is the time that the hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up the hall.