Hire Agreement Booking Form

return by email or post

**NAME OF HIRER:** (minimum18 years of age, or 25 if the hire is for an evening party with music and/or alcohol)

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|  |

**ADDRESS:**

First Line:

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| --- |
| Town: |
| Post Code: |
| Landline telephone number: |
| Mobile number: |
| email: |

**I CONFIRM THE BOOKING OF HORTON AND CHALBURY VILLAGE HALL AS FOLLOWS:**

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| --- |
| Date(s): |
| Time From: To: |

(Your booking is not fully confirmed until this form and a deposit have been received and acknowledged)

**PURPOSE/DESCRIPTION OF HIRE:**

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| --- |
|  |

**NUMBER ATTENDING** (no more than 100)

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|  |

|  |  |  |
| --- | --- | --- |
| **Please tick as appropriate:** | YES | NO |
| Kitchen to be used? £10 for up to 50 people £20 for up to 100 people |  |  |
| Alcohol to be sold? See below |  |  |
| Music to be played – Recorded music? See below |  |  |
| Music to be played – DJ? See below |  |  |
| Music to be played – Live band? See below |  |  |
| Stage to be used? - £25 |  |  |

**ALCOHOL**

If alcohol is to be **SOLD,** you will need to have **received approval from a management committee member** and will need to ***apply for a Temporary Events Notice (TEN) from East Dorset District Council.***You will also need to **provide a copy of your application and copy of your TEN to the management committee as soon as possible**. This is a **legal requirement**. Please note that this includes the provision of alcohol included in the ticket price.

**I have approval from a management committee member and understand the procedures involved:**

|  |
| --- |
| Hirer’s signature: |

**MUSIC**

During music of any kind, all external doors and windows must be **kept closed after 8pm** and all music must **stop by 11pm** in compliance with the Premises Licence for the hall. Non-compliance will result in ***the loss of your deposit.***

|  |
| --- |
| **DJ / Bands name and contact number** |

If not yet know, please provide details as soon as possible

**HIRE FEE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**+**\_\_\_\_\_\_\_\_\_\_\_**+**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL FEE:** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **DEPOSIT:** Please tick as appropriate: | Tick below: |
| Ordinary hire (including background recorded music in the day time) | £50 |
| Evening event with recorded music | £100 |
| Evening event with DJ / band / or if SELLING alcohol | £200 |
| Wedding | £500 |

Deposits will be refunded in full within 28 days of the end of hire PROVIDED THAT:

* The hirer arrives promptly at the agreed time for check in and attends the necessary briefing.
* The hall is cleared and cleaned fully so that the next hire can go ahead as scheduled. Guidance will be given in the check in briefing and MUST be followed in order to avoid loss of deposit. The hirer must also be off the premises promptly at the end of their hire (unless otherwise agreed).
* No loss or damage has occurred to the hall or contents.
* No complaints have been received by the Management Committee relating to the period of the hire.

**Deductions will be made from the deposit if the above points are contravened.**

**Cancellations:** Cancellations must be made in writing and are subject to the following cancellation fees:

* ½ hire fee, if cancellation occurs within a month of the hire date (3 months for a wedding)
* Full hire fee, if cancellation occurs within 1 week of the hire date (1 month for a wedding)

I confirm I have read and understood the Standard Conditions of Hire (**on both pages of this form**) and will ensure that all requirements mentioned therein are fully complied with.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME: |  | SIGNED: |  | DATE: |  |

**PLEASE KEEP THIS SHEET AS IT CONTAINS IMPORTANT INFO FOR YOUR HIRE**

**FEES:**

Deposits and hire fees are paid in TWO SEPARATE TRANSACTIONS, and can be paid *by bank transfer or cheque .*

**YOUR HIRE OF THE HALL IS CONFIRMED AND THE CONTRACT BETWEEN US IS AGREED WHEN WE RECEIVE YOUR SIGNED & COMPLETED HIRE FORM TOGETHER WITH YOUR DEPOSIT.**

**BANK TRANSFER:**

**DEPOSIT =** Account Number: 14100444 Sort code: 602443

**HIRE FEE =** Account Number: 14087812 Sort code: 602443 *(due 2 weeks before hire, or one month before a Wedding)*

**Please include your name and date for hire as a reference & let us know when you have paid**

**CHEQUES** should bemade payable to ‘Horton and Chalbury Village Hall Deposit Fund’ and ‘Horton and Chalbury Village Hall’ respectively.

Hire Cheques will be kept and only paid in on or around their due date.

**The hire form ( and cheques when relevant) should be posted to the Hall address, or sent by e-mail to the Administrator**

**CHECK IN TIME AND BRIEFING:**

Please contact the administrator by email or text ideally **a week before your hire to arrange to be checked in and briefed**.

The briefing will take 5 minutes and it is important that you *pay careful attention to the details given*, so please attend the check in on your own (or with another adult if you have children) in order to avoid distractions.

Please also note that it is crucial that you are **on time for your check in** and failure to be prompt (or to make every effort to inform the administrator of potential lateness) will result in a penalty to your deposit.

**EQUIPMENT YOU WILL NEED TO BRING** (as appropriate):

* Replacement bins bags
* Washing up sponges and pan scourers
* Tea towels and J-cloths
* Tablecloths

It is important you bring these items as needed, because we do not provide them for hygiene reasons.

**DECORATION:**

The hall can be decorated by using the existing pins which are on the picture rail around the hall. You can also use blutak on the windows only (providing it is removed at the end of your hire)

**PLEASE DO NOT** use sellotape, pins or blutak or any other adhesive on the walls, doors, window-frames, floors or tables.

**THE CONTRACT BETWEEN YOU AND THE MANAGEMENT COMMITTEE OF THE HALL**

By signing the hire agreement booking form you have agreed to leave the whole hall clean and tidy, including kitchen, toilets, hallways and outside; to put all equipment away, and to **leave the hall as you found it.** It is important that you adhere to these expectations as we are proud of our Hall and want to avoid damage which results in rising costs. Help us to help you have a successful hire. The following is a handy check list to assist you in this:

1. Rubbish bags must be taken away and bin bags replaced in **ALL bins** (combine bins together if there is little rubbish).
2. Check that all doors and windows are closed and that the curtains are open and tied back.
3. Chairs and tables should be wiped down and put away in the storage cupboard.
4. All floors **MUST be swept and mopped**, particularly the main hall.
5. If hired, the zip boiler and dishwasher must be cleaned, emptied and switched off as directed in the check-in briefing.
6. Ovens and hot food cupboards need to fully turned off.
7. All switch controlled lights and exit signs should be switched off.
8. Toilets need to be checked for mess and tidied and cleaned as appropriate.
9. The main doors should be locked and the key put in the black post box.
10. The gate should be closed and ‘pinned’ on your way out.