Hire Agreement Booking Form

return by email or post

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

**NAME OF HIRER:** (minimum 18 years of age, or 25 if the hire is for a party with music and/or alcohol)

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|  |

**ADDRESS:**

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| First Line: |
| Town: |
| Post Code: |
| Landline telephone number: |
| Mobile number: |
| email: |
| Contact name and number during hire :  (if different from above) |

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

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

**PURPOSE/DESCRIPTION OF HIRE:**

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**Some activities may not be allowed due to insurance restrictions – please discuss with the administrator when enquiring**

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

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| --- | --- | --- |
| **Please tick as appropriate:** | YES | NO |
| Kitchen to be used? £15 for up to 50 people £25 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? - £35 |  |  |
| Microphone to be used? - £5 each (two available) |  |  |

**ALCOHOL**

* If alcohol is to be SOLD, you will need to apply for a Temporary Events Notice (TEN) from Dorset Council (www.dorsetcouncil.gov.uk).
* 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.
* If you are using an event bar provider we will need to see a copy of their licence.
* Please note that if you are running an event where alcohol is included in the ticket price, you will still require a TEN.

**A TEN IS REQUIRED FOR MY EVENT YES/NO (Circle as appropriate)**

**MUSIC/PA EQUIPMENT**

During music of any kind, all external doors and windows must be **kept closed after 8pm** and all music must **stop by 11pm** (10.30 on a Sunday) in compliance with the Premises Licence for the hall, a copy of this is on the noticeboard in the lobby.

The doors are monitored by the management committee, and should the doors be opened after 8pm the management committee reserves the right to turn off the music and/or ask the hirer and guests to leave the premises.

Music performed by a DJ or band is controlled by an automatic sound monitor which cuts electricity if the sound is too loud.

We will need to contact any band or DJ you have hired to explain the noise compliance and procedures.

**NO MUSIC IS TO BE PLAYED OUTSIDE** WITHOUT THE PRIOR CONSENT OF THE MANAGEMENT COMMITTEE

**NO PA EQUIPMENT IS TO BE USED OUTSIDE** WITHOUTTHE PRIOR CONSENT OF THE MANAGEMENT COMMITTEE

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

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

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| --- | --- |
| **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 | £200 |
| If SELLING alcohol | £200 |
| Wedding | £500 |

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

* The hall is cleared and cleaned fully so that the next hire can go ahead as scheduled. Guidance will be given at the check in briefing and MUST be followed in order to avoid loss of deposit.
* The hirer is off the premises promptly at the end of their hire.
* No loss or damage has occurred to the hall or contents.

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

**Cancellations:** Cancellations must be made in writing (by email or post) 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 all pages of this form**) and will ensure that all requirements mentioned therein are fully complied with.

**RETURN OF DEPOSIT**

Please provide bank details so we can return the deposit after your hire.

Sort Code: \_\_\_\_\_\_\_\_\_\_\_ Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PLEASE KEEP THIS SHEET AS IT CONTAINS IMPORTANT INFORMATION REGARDING YOUR HIRE**

**FEES:**

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

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

The deposit is due with the booking form.

**HIRE FEE =** Account Number: 14087812 Sort code: 602443

The hire fee is due 2 weeks prior to the 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**

**CHECK IN TIME AND BRIEFING:**

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

The briefing is important. Please *pay careful attention to the details given*.

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) may result in cancellation of hire.

**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 ‘blu tack’ on the **windows only** (providing it is removed at the end of your hire)

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

**Failure to comply may result in the loss of your deposit**

**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 at 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. A checkout form must be completed and left in the post box.
10. No vehicles to be left overnight without prior arrangement with the management committee.
11. NO OVERNIGHT STAYS ALLOWED.
12. The main doors should be locked and the key put in the black post box.
13. The gate should be closed and locked on your way out.