



Registered Charity 520932

Booking Form

*Fees – Hourly Rate Main Hall £12/hr: Children's Party £40: Other Party £100:
Kitchen £5/hr: £50 refundable deposit applies on all party bookings.*

Name/Organisation.....

Address.....

.....Postcode.....

Contact Tel No

Email.....

Date Required: Single event/Regular Booking (*Please tick as appropriate*)

Type of event..... Approx. No of people.....

Start Time..... End Time.....

Use of Kitchen YES

NO

Please delete as appropriate, this booking is on a personal/commercial basis

I will employ..... as caterers.

Contact address & Tel No.....

.....

Please note that the Deposit of £50 is payable at the time of booking your party along with the charge for your party event. It will be refunded after your event subject to the Hall being left as it was found, in a clean and tidy state with all rubbish removed from the site.

I have read and agreed to the Aymestrey Parish Hall Hire Agreement Terms and Conditions of Hire

I confirm I am over 21 years old. Signed.....

Any queries should be addressed to the Bookings Secretary

Pauline.hammond@btinternet.com

Tel :- 01568 708044 / 0779659026

Payment online to Aymestrey Village Hall Sort Code 40-28-13; Account No. 20116203

If paying by cheque please send to Ian Banks, Treasurer Aymestrey Village Hall, Aymestrey, HR6 9SU.

Data Protection: The Hirer agrees to allow the Parish Hall to keep the personal data of the Hirer until the end of the hire period once all keys have been returned and hall inspected. The Parish Hall undertakes to keep such and all data safe and secure and will not share it with external parties unless at the explicit request and consent of the Hirer.

Hall Hire Agreement and Conditions of Hire

Smoking is strictly forbidden throughout the building.

Aymestrey Parish Hall Trustees reserve the right to refuse or cancel a booking at any time.

No dogs allowed, except guide and hearing dogs.

In consideration of the Hire Fee detailed on the Booking Form, the Aymestrey Parish Hall committee agrees to permit the Hirer to use the Premises for the Function and for the Period(s) described in the booking form.

If the Hirer wishes to serve alcoholic drinks for retail in or on the Premises then the appropriate licenses must be obtained by the Hirer.

The Hirer agrees not to exceed the maximum permitted number of people at the current time (80).

The Hirer must be aware of neighbours in close proximity to the Hall. The period of Hire will end at **12.00 midnight**.

The Hirer confirms that he or she is not a person under 21 years of age and hereby accepts responsibility for being in charge of and present on the Premises at all times when the public are present and for ensuring that all terms and conditions of this Agreement are complied with.

The Hirer shall, during the Period, be responsible for the supervision and care of the Premises including the fabric and the contents; keeping safe the same from damage however slight; and the behaviour of all persons using the Premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. Bouncy Castles are not permitted.

The Parish Hall holds a Performing Right Society Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. The Hirer will ensure that any other licences required for the Hirer's Function shall be obtained prior to the start of the Function.

The Hirer agrees to call the Fire Brigade to any outbreak of fire and to evacuate the building immediately and not to re-enter until permission is given by the Fire Officer in charge. Details of any fire or emergency call shall be given to the booking secretary of the Parish Hall.

The Hirer shall ensure that any electrical appliances brought by them to the Premises whether in use or not shall be safe, in good working order, and if used shall be a safe manner in accordance with the Electricity at Work Regulations 1989. This includes ensuring any legally required Portable Appliance Testing is undertaken.

The Hirer shall be liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the Premises.

The Hirer must report all accidents involving injury to the Parish Hall Committee **as soon as** reasonably possible. Any failure of equipment belonging to the Parish Hall or brought in by the Hirer must also be reported **as soon as possible**.

The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured (unless directed otherwise) with any contents temporarily removed from their usual positions properly replaced. Breach of this term shall entitle Aymestrey Parish Hall Committee to charge for the costs of doing so. It is the responsibility of the Hirer to ensure that a) all windows and doors are closed and locked at the end of the Hire period.

Aymestrey Parish Hall Hire Agreement booking, b) all lights and heaters are switched off and sink taps are turned off and c) all rubbish and recyclables are taken home. **The Hirer must adhere to the 'Exit' checklist (on Notice Board) before vacating the building.**

The Aymestrey Parish Hall shall not be liable for any stored equipment or other property brought on to or left at the Premises, and all liability for loss or damage is hereby excluded.

Data Protection: The Hirer agrees to allow the Parish Hall to keep the personal data of the Hirer until the end of the hire period at which time all such data will be deleted. The Parish Hall undertakes to keep such and all data safe and secure and will not share it with external parties unless at the explicit request and consent of the Hirer.