

ST FRANCIS VILLAGE HALL EVENT BOOKING FORM

Completed booking forms should be returned to Andrea Peterken
Should you have any queries please contact Andrea on 07801 418459.

CONTACT INFORMATION

Name of Hirer:	
Address of Hirer:	
Telephone Number(s) landline & Mobile:	
email address:	

HIRE DETAILS

Type of function to be held?	
Entertainment type: please provide details of the provider.	
Estimated number of people attending: The <u>maximum</u> number of people attending events in the Hall is 100, depending on the furniture layout & if the use of dance floor is required.	
Is food to be provided at the function?	YES/NO
Will the Kitchen/Bar area facilities be required?	YES/NO
Do you require a licensed bar facility? If so, please see clause 7 of the T& C's of Hire attached.	YES/NO
Please provide details of the Bar provider	

HIRE CHARGES AND SUNDRIES

Setting up and clearing time, is to be included in timescales stated below and is chargeable.

Hourly Hire Rate: £20.00.	All events must finish by 11.00pm and cleared away by 11.30pm as per clause 8 of the T & C's of Hire, attached.
Children's Parties: £45.00 per 3 hours.	
Full Day & Evening Rate: (Over 6 Hours) £140.00	Tablecloths are available for hire, price upon request.
Weekend rate: 2 Full days: £200.00.	A list of Bar & Catering Suppliers, is available upon request. (Please Note: HHCA do not have preferred suppliers).

BOOKING DETAILS FOR HHCA TO COMPLETE

Date of Hire	Access Dates and Times (incl setup and clearing).	Hours	Total Cost	Date Deposit Paid	Date Bond Paid	Date Balance To pay	Date Paid in full

Payments can be made by cheque made payable to HHCA or by bank transfer, bank details are available on request. A 50% deposit is payable when the booking is made.

A refundable bond is payable on the day of hire, for both licenced and unlicenced events. Unlicenced Bond is £100.00 as per clause 4.1 of the T & C's of Hire attached

Licensed bond is £150.00 as per clause 4.2.

All bonds held will be refunded if the terms & conditions of hire are met, as per clause 4.3.

CANCELLATION

Notice of cancellation must be made no later than 48 hours prior to the agreed booking date. No refund will be provided for any cancellations made after this time, as per clause 5.

DATA PROTECTION (GDPR)

St Francis Village Hall is operated by Hutton Henry & District Community Association a registered charity. Full details of our GDPR policy and how we handle your data is available on our website www.huttonhenryca.org.uk

TERMS & CONDITIONS OF HIRE

The Terms and Conditions of Hire and the booking request form a contract between the parties and govern the Hire of the Hall. Please ensure you have read these T & C's before you complete, sign and return the Booking form.

1. All applications for hire must be made by completing and returning the booking form to Hutton Henry & District Community Association (HHCA). The person by whom the booking form is signed shall be considered the Hirer.
 - 1.1. Where a promoting organisation is named, that organisation will also be considered joint Hirer and shall be jointly and severally liable hereon with the person who signs the form.
2. Booking forms should be accompanied by a deposit and received within 7 days of the provisional booking being made. Preparation and clearing up time must be included in your time requirements.
3. The balance of the booking must be paid no later than one month prior to the function date.
4. A refundable Bond is payable on the day of hire.
 - 4.1. Unlicensed events £100.00
 - 4.2. Licensed events £150.00
 - 4.3. On the strict understanding that the Hirer complies with the Terms and Conditions of hire herein, the deposit will be returned in full, after a full inspection of the Hall.
5. Notice of cancellation must be made no later than 48 hours prior to the agreed booking date. No refund will be provided for any cancellations made after this time.
6. All Hall Hire is based upon the absolute discretion of the Trustees of HHCA.
 - 6.1. The Trustees have the right to refuse hire.
 - 6.2. The Trustees decision is final.
7. The Hall is hired on the understanding that alcohol is not sold or purchased without a Temporary event notices (TENS) licence.
 - 7.1. Any Hirer that intends to hold an event that requires the sale and purchase of alcohol requires, a TENS licence.
 - 7.2 Where alcohol is included within any ticketed event, a TENS licence is required.
 - 7.3 The applications for a TENS licence requires a Minimum of 10 working days' notice.
 - 7.4 A copy of the TENS licence must be provided to HHCA at least 7 days prior to the event date.
 - 7.5 The provider and licence holder, of any bar, must be agreed in advance by HHCA.
 - 7.6 The Hirer may hold events where those attending bring their own alcohol for self-consumption, in these circumstances, there must be no re-sale of whatever nature.
 - 7.7 Where the host of the event provides alcohol for their guests, as a toast and no charge is made to the guests for entry, a TENS licence is not required.
- 8 All entertainment at evening events must end no later than 11pm and be cleared away by 11.30pm.
- 9 HHCA operates a strict no-smoking policy, (including vapes) in and around the building. Should smoking be found to have taken place, an additional cleaning charge of £100.00 may be applied.
- 10 The maximum capacity in any circumstance is 100 people.
 - 10.1 It is the hirers sole responsibility to comply with clause 10.
 - 10.2 The Hirer must, at all times ensure that the maximum capacity is not exceeded.
 - 10.3 The event capacity will vary, dependant on the furniture layout and specific areas used, please refer to appendix marked "A".
 - 10.4 HHCA has the right to inspect the Hall at any time during the hire to ensure the maximum capacity is not exceeded.
 - 10.5 Should at any point during the hire the maximum capacity be exceeded, the event will be halted until such time as the limit is complied with.
 - 10.6 HHCA reserves the right to close any event if in their opinion the maximum capacity has been exceeded, and the hirer has refused or in the opinion of HHCA will fail to rectify the situation.
- 11 No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to HHCA, 7 days prior to the event.
 - 11.1 The Hirer indemnifies HHCA against any infringement of copyright which may occur during any hire of the Hall.
- 12 No animals are allowed in the Hall during the hire period with the exception of assistance dogs.
- 13 It is the responsibility of the Hirer to take a head count of all attending the event, which must be retained.
 - 13.1 A fire safety briefing, to include details of all fire exits and the position of the fire fighting equipment must be given to all attendees before the event commences.
 - 13.2 A fire evacuation plan and full instruction will be provided to the Hirer prior to the event, a copy of which is also displayed in the building.
 - 13.3 The Hirer must ensure that no exits or corridors are blocked or obstructed.
 - 13.4 Fire exits must not be obstructed or doors wedged open at any time.
 - 13.5 No fire appliances should be removed or tampered with.
 - 13.6 If the wall heaters are to be used:
 - 13.6.1 No Furniture must be placed within 3 feet of the wall heaters.

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- 13.6.2** Tablecloths, clothing must not be placed within 3 feet of any wall heater.
- 13.6.3** The Hirer must ensure that nothing whatsoever obstructs the wall heaters.
- 13.7** All electrical equipment that the Hirer wishes to use during the Event must be fully PAT tested.
- 13.7.1** All PAT tested equipment must bear the appropriate PAT testing label and be accompanied by the certificate.
- 13.8** HHCA shall have the right to inspect Electrical equipment at any time during the hire and shall have the right to remove, or request the removal of, any equipment not in compliance with the provisions of the Hall.
- 13.9** If the Hirer uses any extension leads these must be securely taped down to the floor with hazard tape.
- 13.9.1** Electrical splitters are not permitted.
- 14** The Hirer must ensure that no bolts, nails, screws, pins, or other objects are driven into any part of the premises, nor shall any place cards, posters or other articles be fixed thereto.
- 15** HHCA shall not be responsible for any loss or damage to any property arising out of the hire of the Hall nor any loss, damage or injury to any person(s) during the hire period, arising from any cause whatsoever, or for any loss due to any breakdown or machinery failure of supply of electricity, gas, leakage of water, fire, government restriction or force majeure, which may cause the building to be temporarily closed or the hire to be interrupted or which may be made by any person resorting to the building during the hiring in respect of any such loss, damage or injury.
- 16** The Hirer must report all accidents involving injury to the public to a member of HHCA, at the time or at the end of the hire period and ensure the relevant section in the Village Hall's accident book is completed.
- 17** Any failure of equipment belonging to the Village Hall or brought in by the Hirer, must be reported to a member of HHCA at the end of the hire period.
- 18** The right of entry is served to Durham County Council, The Emergency Services, HHCA or any agent appointed by them, at any time during the hire.
- 19** The Hirer shall, ensure that the Hall and grounds are left in a clean and orderly state.
- 19.1** Should after inspection, the premises or grounds be found to have been left in an unreasonable condition or in any way damaged, the deposit will be retained.
- 19.2** Additional charges may be made, if deep cleaning or repair is required and/or for replacing any items found to be damaged.
- 20** The Hirer and their guests must have consideration for nearby households and every effort must be made to ensure all involved act responsibly throughout the event and leave the Hall in a quiet and timely manner.
- 21** No parking is allowed on the village green, with the exception of disabled access. Please advise HHCA prior to the event if disabled access is required.
- 22** Property of the Hirer or the Hirer's agent must be removed at the end of the hire period, any delay in removal must be authorised by HHCA in advance.
- 22.1** Should the hirer fail to remove all property from the premises, it may result in an additional hire charge being applied.
- 22.2** HHCA accepts no responsibility for any property left on the premises.
- 23** Nothing in these Terms and Conditions seeks to exclude or limit our liability for death or personal injury caused by our negligence or for fraud or fraudulent misrepresentation.
- 24** If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.
- 25** These Terms and Conditions, represent a Contract, and the relationship between HHCA and the Hirer (whether contractual or otherwise) shall be governed exclusively by and construed in accordance with the law of England & Wales.

By signing below, I accept that have read and understood the Terms and Conditions of Hire and agreed to be bound by them.

Signed: _____ **Hirer**

Dated: _____

Signed: _____ **On behalf of Hutton Henry & District Community Association**

Dated: _____

