

CHEDWORTH VILLAGE HALL BOOKING FORM

(Reg. Charity 301483)

Name of hirer:

Address:

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Phone :

Email.....

Booking details:

Type of event:.....

Date (s).....

I wish to hire the Hall, as stated, and agree to abide by its Conditions of Hire.
The booking will remain provisional until the form and full fee are received.
Bookings cancelled within 28 days prior to the event will forfeit 50% of the hiring fee.

Please make cheques payable to CHEDWORTH VILLAGE HALL

Signed:

Print:

PLEASE RETURN YOUR COMPLETED FORM AND YOUR REMITTANCE TO:

Mrs M Burrige, Ashbank, Ballingers Row, Chedworth, Cheltenham, Glos. GL54 4AQ

Tel. 01285 343017

email: bookings@chedworthvillagehall.org.uk

HIRE RATES

SESSIONS		
MORNING . . 8.00a.m. to 1.00 p.m.	AFTERNOON . . 1.00 p.m. to 6.00 p.m.	EVENING 6.00 p.m. to 12.00 midnight (11.45 p.m. Saturdays)

**PLEASE INDICATE YOUR BOOKING BY ENTERING THE APPROPRIATE FEES
IN THE BLANK COLUMN**

	GENERAL per session	PARISH per session	Full day General / Parish	Function (2 days +set up) General / Parish	
Whole Facility (room hire)			£195/£150	£405 / £310	
MAIN HALL	£35	£25			
SOCIAL / GAMES ROOM	£20	£15			
UNDERSTAGE ROOM	£11	£8			
KITCHEN (includes 30 cup tea setting)	£10	£10			
Charge for larger functions	£15	£15			
1 Hour Light use only	£3	£3			
CHANGING ROOMS + SHOWERS	£20	£20	£20	£40	
PREPARATION TIME (2 hours max)	£15	£10			
CASUAL RATE Main Hall Games Room	When available £6 per hour £5 per hour				
TO OPEN & MAN THE BAR Corkage £3.00 per bottle	£10		£10	£20	
CUTLERY & CROCKERY- Up to 60 place settings	£15		£15	£30	
Up to 130 place settings	£25		£25	£50	
Public address system	£3		£3	£6	
The adjacent playing field which belong to the Parish Council, may be hired through the Village Hall.					
TOTAL				£	

TO QUALIFY FOR PARISH RATES AN INDIVIDUAL, hiring for a private, family or social event must appear in the Parish Register.

GROUPS (e.g. W.I., British Legion etc.)

- a. Groups which use the Village Hall for the majority of their meetings, qualify if at least 25% of their members are from the village.

- b. Groups who normally meet elsewhere qualify if at least 50% of their members are from the village.

CONDITIONS OF HIRE

1. Bookings must be paid for in advance and Village Hall bookings are not confirmed until full payment is received. There may occasionally be special agreements made with the Village Hall Management Committee or the committee's representative.

All Casual Rate bookings must be discussed with Mrs Peace (see bottom of page 1).

2. The Hirer is liable for all breakages. Please inform Mrs Peace of any breakages.
3. No event can continue beyond midnight or 11.45p.m. on Saturdays. Please try to ensure minimal disturbance to local residents particularly when leaving the hall late at night.
4. As the responsible person for the event/function you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

- How people will be warned if there is a fire
- How the evacuation of the premises should be carried out.
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been cleared.
- Identification of key escape routes.
- How the fire service will be called.
- Limitations on number of people allowed in each room in the building. (See below)
- Know where the fire extinguishers are

During the function ensure that:

- Escape routes and exits do not become blocked
- No cooking to take place in any room other than the kitchen, unless specifically authorised
- No naked flames or gas appliances or gas cylinders (unless authorised eg: candles)
- Rooms do not become overcrowded.
- Noise levels cannot drown out instructions in the case of an emergency

After the event:

- Everyone has left the building.
- All candles are extinguished and safely disposed of.
- All electrical appliances in kitchen are turned off Cooker, hot water boiler, immersion heater.
- Fire doors and all exits are shut
- Windows are shut and secure.
- Lights are turned off.

MAXIMUM CAPACITIES

	MAIN HALL	SOCIAL ROOM	UNDER STAGE
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General Use	200	95	40
Seated for a meal	130 (+20 on stage)	55	N/A
Theatre layout	170	80	N/A

Numbers exclude performers and staff

- Preparation and clearance of the hall is the responsibility of the Hirer. **The Hall should be left as one would wish to find it.** Brooms are available in the broom cupboard in the cloakroom.

If a cleaner is required the Booking Clerk will advise, and payment will have to be made directly to the Cleaner.

All rubbish **MUST** be removed from the vicinity of the Village Hall, including the kitchen waste bin contents. (Directions to the nearby tip can be given.)

- Corkage will be charged if Hirers wish to bring their own alcoholic drinks.
- Hirers may request a key, to be held for the period of hire, obtainable from the Booking Clerk. This should be returned immediately after the event.
- Discos and Dances for paying guests are only allowed if definite, agreed numbers of tickets are available for sale in advance. The general public cannot be admitted by paying at the door. Four responsible, attending adults must be nominated on a Supplementary Form, available on request. Disco volume must remain at a reasonable level.
- All accidents and breakages **MUST** be reported to the Booking Secretary (Mrs Peace) as soon as possible. Accidents must be recorded in the Accident Book located in the First Aid cupboard in the kitchen.
- A decision by the Village Hall Management Committee, or their appointed representative, shall be final, and accepted along with these rules, as part of the conditions of hire

SUPPLEMENTARY FORM FOR DANCES AND DISCOS

When booked for a dance or disco, the Hirer shall supply the names and addresses of 4 responsible adults who will be in attendance at the Hall whilst people are on the premises and be responsible for the safety of the Hall and guests.

Name	Address
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Name of band or disco operator:

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Signed (Hirer)