Hall use only

*Date:*_____

*Booking Ref:*_____

*Dep £*_____ *Pd*_____

*Inv*_____ *£*_____ *Pd*_____

*Dep £*_____ *Refund date:*_____

BARTON UNDER NEEDWOOD VILLAGE HALL

Crowberry Lane, Barton under Needwood, Burton upon Trent, Staffordshire, DE13 8AF

Registered Charity No 502046

Bookings and enquiries: 07568302247

Email: bartonvillagehallbookings@gmail.com

Bartonunderneedwoodvillagehall.com

1. DETAILS OF HIRER - PLEASE PRINT IN BLOCK CAPITALS

Organisation/Hirer:
Person Responsible for Hire: (*amendments to this booking will only be accepted through this nominated person)* Name: Tel.No: Address: Email: Invoice email (if different from above)

2. DETAILS OF EVENT

Day & Date:			
Purpose of hire:		**Anticipated Attendance**:	

ROOM REQUIRED *(mark as appropriate)*	**Max No of ppl**	**Entry Time**	**Exit Time**	**No of Chairs**	**No of Tables**
MAIN HALL Kitchen use Y / N					
SHINGLES ROOM Kitchen use Y / N					
DOUGLAS ROOM					
MEETING ROOM					
FULL GROUND FLOOR					
WHOLE HALL					

Rectangular tables: 16 x 6ft tables (seat 6) 28 x 4ft tables (seat 4)
Round tables: 10 x 4ft tables (seat 6-8) 10 x 3ft tables (seat 3-5)
Round tables are not suitable for children's parties & require tablecloths (not supplied).
Note: You will only have access to tables and chairs you have booked.
The hall must be cleared and vacated by 23:30 unless a late lock up fee of £50 is paid (late lock up is subject to Caretaker agreement).

3.

Extras	Per Hire	Required?	
The provision and set-up of the stage.	£25-65	No	
		4x3 £25	5x3 £55
		6x3 £55	£6x4 £65
The provision and set-up of the lighting	£15	Yes	No
The provision and set-up of the sound system	£15	Yes	No
The provision and set-up of a projector & screen in Main Hall	£15	Yes	No
The provision and set-up of the screen/video conferencing facilities in Shingles Room	£15	Yes	No
Additional Services by agreement	£20/hr	Yes	No

4.

Will tickets be sold for your event?	Yes	No	
Will food be consumed at the event?	Yes	No	
Will alcohol be consumed at the event?	Yes	No	
Will there be an exhibition of a film?	Yes	No	
Will live music be performed or recorded music played?	Live music	recorded music	Neither

Please provide details of any outsourced entertainment you will be using (bouncy castle/DJ etc).

For those using external companies, it is your responsibility to ensure that the company has sufficient and appropriate insurance cover. We may ask for proof.

Special requirements (table layout, space for bouncy castle/entertainment etc):

If left blank, the caretakers will set up the space as they deem appropriate, unless setup details are provided by email at least one week prior to the event.

You agree with us to be present during the hiring and to comply fully with this Agreement. We and you hereby agree that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named at 2. above, duly authorised, on behalf of the Village Hall:	Signed …… Date ……

By signing this agreement you agree to our full Terms and Conditions

BOOKING DETAILS. *Full Ts & Cs can be found on our website or via email upon request.*

1. Bookings shall be made using this form only.
2. Our calendar can be viewed on at https://bartonunderneedwoodvillagehall.org/booking-calendar/
3. The Village Hall Management Committee reserves the right to refuse any booking.
4. The hall will not be hired to people under the age of 25. Proof of age may be required.
5. Bookings can be made provisionally but will not be confirmed until a completed booking form and deposit are received. Failure to submit these within 1 week of making a provisional booking may result in the booking date/time being offered to another hirer without consultation.
6. Charges are shown on this form. The complete hire cost for your booking will be confirmed by the Booking Clerk once full details of the hire period and services required have been confirmed.
7. If changes are made to hire times and services, the charge will be updated and the hirer notified.
8. Amendments made less than 48 hours before the hire is due to commence may be subject to additional charges.
9. An invoice will be issued upon confirmation of your booking and must be paid at least 28 days before the event takes place. Invoices are sent by email unless otherwise specified by the Booking Clerk.
10. Your access to the hall will be for the time specified only. There will be no early access permitted and the hall must be vacated by your agreed end time. Charges for any additional time or rooms used will be taken from your deposit and this may include any caretaker wait time fees.
11. Hirers must ensure that all areas accessed are cleaned and left in the same condition as found, to the satisfaction of the caretakers, within their allotted hire time. Any additional cleaning required will be deducted from the deposit. All rubbish must be taken away unless agreed otherwise with the caretaker.
12. A deposit will be required to secure your booking and returned within 7 days after you hire, providing all terms and conditions have been met. If any costs are to be deducted from the deposit, the hirer will be notified accordingly. If the deposit does not cover works needed, an invoice will be sent out to cover additional costs which must be paid within 7 days of invoice.
13. Single Room Hire is between 9am and 6pm. Hire after 6pm is at the committee's discretion.
14. Standard charges per room: 9am-6pm £10/hr, 6pm-11:30om £25/hr, plus £30 non-refundable admin fee.
    Ground floor hire: Up to 5 hours £200 6-10 hours £500
    Ground floor/whole hall hire must be agreed by the committee. Please ask the Booking Clerk for whole hall hire costs.
15. You agree not to exceed the maximum permitted number of people per room, including the organisers/performers. Main hall 180 standing, 160 theatre style seated, 80 with tables. Shingles 150 standing, 80 theatre, 60 with tables, Douglas 100 standing, 60 theatre, 40 with tables. Meeting Room 20.
16. No alcoholic drinks may be brought onto the premises without permission of the Village Hall Committee. You must abide by the law for consumption of alcohol.
17. If alcohol is to be sold or included in ticket price, an appropriate licence (TEN) must be obtained in advance, and the Booking Clerk must be provided with evidence. You must obtain our consent to apply for a license. Failure to comply may result in the cancellation of your booking without compensation as there is a limit to the numbers of TENs that can be granted annually to a premises. Lack of cooperation could affect future fundraising by us and by local voluntary organisations.

PAYMENT DETAILS FOR HIRE

Deposit (to be paid by cheque or bank transfer)	**Hire Fees** (to be paid by cheque or bank transfer)
Bank Account Name:	Bank Account Name:
Barton under Needwood Village Hall	Barton Under Needwood Village Hall
Account Number: 00617962	Account number: 00057630
Sort Code: 30-91-47	Sort Code: 30-91-47

Bank details for return of deposit (These will be destroyed after use):

Account name	
Account sort code	
Account number	