Hall use only

*Date:*_____

*Booking Ref:*_____

*Dep £*_____ *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/Group Name:
Person Responsible for Hire: (*amendments to this booking will only be accepted through this nominated person)* Name: Tel.No: Address: Contact Email: Invoicing Email:

2. DETAILS OF EVENT

Days required (e.g. Every Monday):		**Start Date:** **End Date** (if applicable)**:**	
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					

Rectangular tables: 16 x 6ft tables (seat 6) 28 x 4ft tables (seat 4)

Note: You will only have access to tables and chairs you have booked.

Special requirements (table layout, space for children's toys 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.

3.

Extras	Per Hire	Required?	
The provision and set-up of the stage. (Main Hall & Shingles only)	From £14	No	
		4x3	5x3
		6x3	6x4
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 companies you will be using:

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.

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.

Declaration I confirm that I am over 25 years of age and authorised to make this booking. I agree to abide by the Village Hall Terms and Conditions of Hire	Signed …… Date ……

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

1. The Village Hall Management Committee reserves the right to refuse any booking. The hall will not be hired to people under the age of 25. Proof of age may be required.
2. Up to date hire charges can be found on our website: https://bartonunderneedwoodvillagehall.org/charges/
3. If changes are made to hire times and services, the charge will be updated and the hirer notified.
4. Amendments or cancellations made less than 28 days before the hire is due to commence will be subject to charge.
5. The Hall Committee reserves the right to cancel bookings in exceptional circumstances with no charge to the hirer.
6. Invoices must be paid in advance within the agreed payment terms. Failure to make payment may result in cancellation of future bookings.
7. Your access to the hall will be for the time specified only. There will be no early access and the hall must be vacated by your agreed end time. Charges for any additional time or rooms used will be added to your next invoice.
8. Hirers must ensure that all areas accessed are cleaned and left in the same condition as found, within their allotted hire time. All rubbish must be taken away unless agreed otherwise with the caretaker.
9. An initial deposit will be required to secure your booking and returned within 7 days after your first month of 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.
10. Hirers must only use the hall for the activity agreed on this form & must not sublet or transfer the booking.
11. Any access codes or fobs provided are for the named hirer's use only and must not be shared without permission from the Hall Committee. The hirer is responsible for ensuring the building is secure when leaving.
12. Hirers are responsible for the safety of participants attending their sessions & must ensure that fire exits remain clear at all times. Any accidents, incidents, or damage must be reported as soon as possible.
13. Hirers are responsible for ensuring appropriate safeguarding procedures are in place, including DBS checks where required.
14. Hirers running organised classes, clubs, or activities must hold appropriate public liability insurance & provide a copy upon request.
15. Hirers are responsible for any damage caused during their booking & may be charged for repairs or replacement costs.
16. Hirers must be considerate of neighbouring properties & other hall users. Excessive noise, abusive behaviour, or illegal activity will not be tolerated.
17. 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 seated at tables. Shingles 150 standing, 80 theatre, 60 at tables, Douglas 100 standing, 60 theatre, 40 at tables. Meeting Room 20.
18. Smoking & vaping are not permitted inside the building. Alcohol may only be consumed with prior permission & you must abide by the law for its consumption. Illegal substances are strictly prohibited.
19. The Hall Committee reserves the right to terminate a regular hire agreement if these terms & conditions are breached.

PAYMENT DETAILS FOR HIRE

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

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

Account name	
Account sort code	
Account number	