

BOOKINGS AND ENQUIRIES: 07568 302247  
Email: [bartonvillagehallbookings@gmail.com](mailto:bartonvillagehallbookings@gmail.com)

## BOOKING AGREEMENT

Please complete this form and return to the above address with your security deposit.

Deposit: £100 for single room hire; £200 for multiple room hire

Electronic transfer can be made for deposit payments to:

Lloyds Bank Sort Code **30-91-47**; **Barton under Needwood Village Hall** A/c No. **00617962**.

Deposits are refundable after the event subject to premises being left in a satisfactory condition.

The Village Hall Management Committee agrees to permit the hirer to use the premises as detailed below, subject to availability and receipt of the appropriate deposit and hire fees.

Name of hirer/organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

E-Mail \_\_\_\_\_ Telephone number \_\_\_\_\_

Date of hiring \_\_\_\_\_ Room preferred \_\_\_\_\_ Time of Access from \_\_\_\_\_ to \_\_\_\_\_

(NB Please include time for setting up and clearing up).

Purpose of hiring: \_\_\_\_\_

Facilities required (please circle): *Kitchen / Crockery & Utensils / Water Tap*

Optional Extras: *Building Manager 'Set up' / Stage / Sound System / Lighting / Projector / Screen*

Number of tables required (approximate) \_\_\_\_\_ Number of chairs required \_\_\_\_\_

Please indicate type of entertainment (eg DJ/Band/Bouncy Castle etc) \_\_\_\_\_

An invoice will be issued based on the information given above and must be paid in full one month in advance of hiring. Cheques should be made payable to Barton under Needwood Village Hall and returned to the above address. Payment by BACs transfer preferred.

Your bank details (for refund of deposit only) Bank \_\_\_\_\_ Sort Code \_\_\_\_\_

A/c Name \_\_\_\_\_ A/c No. \_\_\_\_\_

**The hirer has read and agrees to abide by the Conditions of Hire (detailed on the reverse of this form) and to take responsibility for the premises during the Hire Period.**

Signed by the Hirer \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of Barton Village Hall \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY** *Deposit amount* \_\_\_\_\_ *Invoice sent* \_\_\_\_\_  
*Deposit returned* \_\_\_\_\_ *Payment received* \_\_\_\_\_

## BARTON UNDER NEEDWOOD VILLAGE HALL – STANDARD CONDITIONS OF HIRE

(If the hirer is in any doubt as to the meaning of the following, please contact the Booking Clerk. For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The HIRER will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort, 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.
2. At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds **in a clean and tidy condition, properly secured** unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge.
3. The HIRER shall not use the premises for any purpose other than that described in the booking agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without permission.
4. The HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd or otherwise and for the observance of the same.
5. The HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. A clear route of 1 metre to Fire Exits must be maintained at all times during hire.
7. The HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
8. The HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.
9. The HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.
10. If the HIRER wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the committee.
11. The HIRER shall ensure that the minimum of noise is made on arrival and departure.
12. The COMMITTEE reserve the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or local Government election or by-election, in which case the HIRER shall be entitled to a refund of any deposit already paid.
13. In the event of the hall or any other part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
14. The HIRER shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 2004 and that only fit and proper persons have access to the children.
15. The committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving seven days notice in writing to the hirer. The HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the HIRER to the committee, but the committee shall not be liable to make any further payment to the HIRER.
16. If intoxicating liquor is to be consumed on the premises, two responsible adults must be present at all times. These must be the HIRER plus another responsible adult who must be named on the booking agreement.
17. To make a booking, a signed copy of the booking agreement should be returned to the Booking Secretary, together with a deposit and hire fee.
18. The hire fee will be calculated on the time requested for doors to be opened and closed. The HIRER must allow time for putting out chairs etc and clearing up afterwards in calculations for booking times. Departure exceeding the time agreed may incur additional hire fees.
19. The HIRER is responsible for ensuring that vehicles of persons using the premises are not parked on Crowberry Lane at any time.
20. The HIRER agrees to comply with the no smoking policy within the premises at all times.