

APPERLEY VILLAGE HALL
Sawpit Lane, Apperley, Gloucester, GL19 4DP

Booking Form (General)

Enquiries and Booking Requests email: apperleyvillagehall@gmail.com

Bookings Secretary: Jen 07484 809 092 Reserve: Ken 01452 780 942

Hirer Name			
Address			
Telephone Number (Daytime)		(Evening)	
E-mail			
Date Required		Time From :	To:
Type of Function		Estimated Number Attended	
Hall Facilities Required (tick as appropriate)	<input type="checkbox"/> All	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Annexe Room
Hire Charges per hour / day	£	£	£
Will you be hiring outside caterers?	Yes / No	If yes, please give name and address below	
			Post Code:
Will the event include a licenced bar?	Yes / No	If Yes, please give the name and address of the person responsible for the bar below:	
			Post Code:

Note: Functions involving Bar Facilities are subject to the issue of Temporary Event Notices (see note 4 overleaf), for which, details are available from Tewkesbury Borough Council. The Village Hall Committee recommends that the bar should be operated by a licensee; however, this is not compulsory under current legislation.

THE PERSON(S) IN CHARGE (who must be 25 years old or over) is/are responsible for the supervision and good conduct of the function in accordance of (a) Fire and Safety Regulations, and (b) Rules concerning the preparation and handling of food. (c) safeguarding children and vulnerable adults (d) conducting risk assessments for any activities. These Regulations and Rules are displayed in the Hall.

Person(s) in Charge:

Signature		Name (Block Capitals)	
Address			
Signature		Name (Block Capitals)	
Address			
Deposit Enclosed (see Note 2 overleaf):	£	Date:	
Cheques to be made payable to "Apperley Village Hall"			<i>Office Use Only</i>
THE BOOKING WILL NOT BE VALID UNTIL THE BOOKING FORM AND DEPOSIT HAVE BEEN RECEIVED.			Total
			£
FOR YOUR OWN INFORMATION AND THE GENERAL SMOOTH RUNNING OF YOUR FUNCTION PLEASE SEE THE NOTES OVERLEAF. PLEASE ALSO NOTE THERE IS NO TELEPHONE WITHIN THE HALL			Deposit
			£
			Balance
			£

APPERLEY VILLAGE HALL
Registered Charity in accordance with Charities Act (1960)
TERMS & CONDITIONS RULES (Revised: 14 April 2021)

1. Applications for the use of the Hall must be made by email to the Booking Secretary. In the event of the Bookings Secretary being unavailable, application should be made to the Reserve.
2. A deposit of £25 (or the full fee if less than £25) must be paid to the Bookings Secretary when submitting the application. The remainder should be paid in full at least 14 days in advance of the booking. **The application will not be confirmed until the completed booking form and the deposit (or full fee) have been received by the Booking Secretary.**
3. Hirers will be charged in full for CANCELLED BOOKINGS unless notice is given to the Bookings Secretary at least fourteen days prior to the function.
4. At least ONE of the signatories to the application for (TWO in the case of a function involving Bar Facilities) must be in attendance throughout the function.
5. **BAR FACILITIES**
 - a. Will be permitted at the discretion of the Village Hall Committee. Where such permission is given, the hirer must ensure that a Temporary Event Notice is issued to the Licensing Officer at Tewkesbury Borough Council and to the Licensing Department of Gloucestershire Constabulary at least ten working days prior to the event.
 - b. Applications for the use of the Hall for any function requiring Bar Facilities must be signed personally by two adult elected officers of the organisation concerned or, in the case of a private function, by two adult guarantors who must remain onsite and be responsible for the supervision and good conduct of the function throughout its duration.
 - c. No intoxicating drinks may otherwise be sold for consumption on the premises except as may be permitted in rules a and b above. The committee may, if requested in writing, permit alcoholic drinks to be brought onto the premises by individuals for their own consumption or to be served as a free gift on special occasions.
6. The licence for music and dancing is limited to 180 persons.
7. Bouncy Castles are not permitted to be used inside the hall.
8. Fire and Safety Regulations, and Rules for the preparation and handling of food, are displayed in the Hall and must be strictly observed. Copies are available from the Booking Secretary.
9. For private Functions the Hall must be vacated and closed by 23:30 hours between Sunday and Friday) and by 01:00 hours on Saturday, unless otherwise agreed by the Committee. Note: Public Functions governed by the Premises Licence require closure by 01:00 hours.
10. All losses, breakages and damage to the Hall or its contents during the period of a function must be notified to the Bookings Secretary within 24 hours of the event, and must be reinstated at the Hirer's expense by arrangement with the Committee.
11. No bicycles, mopeds or any other form of conveyance, or any machine/equipment powered or towed by a motor, are allowed in the Hall, or on the external paved area around the Hall, except by specific permission of the Committee.
12. No animals (except guide dogs) are allowed in the Hall at any time.
13. The Committee is not responsible for any article brought into or left on the premises.
14. WiFi connectivity is available at the discretion of the Village Hall Committee. Please request this at the time of booking.
15. Users of the Hall must ensure that all EXIT signs remain SWITCHED ON when the auditorium is in darkness.
16. All lights must be SWITCHED OFF before vacating the hall at the end of the function.
17. The premises must be left in a clean and tidy condition unless specific cleaning arrangements are made at the time of the booking.
 - a. All equipment, including crockery and cutlery, must be cleaned after use and replaced in the appropriate cupboards or drawers. The cooking facilities, if used, must be left in a clean and tidy condition.
 - b. The external areas adjacent to the Hall, including the fenced play area between the Hall and the main road must be left free of rubbish (e.g. bottles, packaging etc.) and in particular, any broken glass must be removed.
18. There is permitted parking space for up to approximately 50 vehicles.
 - a. No vehicles are permitted to park on or be driven over the grassed areas surrounding the Hall without specific permission of the Booking Secretary
 - b. The playing fields, tennis court, playground and car park are owned and managed by the Parish Council and are not included in the Hall facilities. Please ask the booking secretary for contact details if you wish to book these facilities.

The Committee will make every effort to ensure that all equipment in the Hall is fully operational for your function. If there are any shortcomings (e.g. defective light bulbs.) it would be greatly appreciated if these could be mentioned when returning the keys after your function.

Apperley Village Hall takes the security of all personal information seriously. We will only use your information for the purposes of administering hall bookings. The data will not be shared with any other organisations or third parties, and records will only be held in accordance to financial regulations.