

Debden Village Memorial Hall Registered Charity No. 301294

Booking Form A

For Functions and Party Bookings please use Booking Form B

Please see the Conditions of Hire attached

A deductible Booking Fee of **£30.00** is required to confirm your booking until secured with full payment, payable in advance by cheque to Debden Village Hall or by BACS:

Account Name: Debden Village Hall Sort Code : 20-74-05 Account No: 90321532

Please note in the event of the Hirer cancelling the booking, the Booking Fee will not be refunded.

Bookings for children's parties, Christenings and small functions require a refundable damage/cleaning deposit of **£50** payable in advance and which will be refunded along with the Booking Fee after the hall inspection and within 14 days of the function.

The booking will only be secured when the completed booking form is returned to the Booking Secretary and payment has been made in full either by BACS no later than one week prior to date of event or by cheque payable to Debden Village Hall no later than two weeks prior to date of event.

Please Note:

- **Insurance and Indemnity. The Hirer is liable** for any injury to anyone attending the event or all claims, losses, damage to the Hall, its contents, loss of property and damage to the surrounding areas during the period of the hire. For parties and large functions we strongly advise you to have **Indemnity Insurance** in place.
- **The Hirer** is responsible for ensuring adult supervision of minors (those aged under 18 years of age). At no time should there be minors on the premises or surrounding areas without adequate adult supervision.
- Please note that electricity for heating and the use of the oven is not included in the hire fee. Prepay electricity meters are situated in the storage cupboard nearest the kitchen (for the heating) and in the kitchen (for the oven). They take £1.00/£2.00 coins.

I apply for the hire of Debden Village Hall as below:

Hirer: (Name in capitals): Address:- E-mail address: Contact Phone Number:	Date of Hire: Purpose for hire: Number of guests attending:
The fee for your hire is the total number of hours you have specified in your booking, including any time necessary to prepare for your event and to clear up afterwards.	Hire Time From am/pm Hire Time To am/pm
Please enter the amount you are paying for hire number of hours multiplied by the hire rate of £15.00 per hour. Please note we charge by the hour: £	Please enter the total number of hours you require the hall:
I wish to collect the keys Date and Time am/pm	I will return the keys Date and Time am/pm

I have read and undertake to observe the Conditions of Hire attached to this form. I will pay for all costs arising from any failure to observe such conditions.

Signed _____

Dated _____

Keys can be collected from the Booking Secretary – **Jane Pearce Tel: 07545 065865**
Granlund, Deynes Road, Debden, CB11 3LG

Please return this form with Payment to the Booking Secretary.

Debden Village Memorial Hall Registered Charity No. 301294

Booking Form B

Please see the Conditions of Hire attached

A deductible Booking Fee of **£30.00** is required to confirm your booking until secured with full payment, payable in advance by cheque to Debden Village Hall or by BACS:

Account Name: Debden Village Hall Sort Code : 20-74-05 Account No: 90321532

Bookings for parties & functions require a damage/cleaning deposit of **£200** payable in advance and which will be refunded after the hall inspection and within 14 days of the function.

Please note in the event of the Hirer cancelling the booking, the Booking Fee will not be refunded.

The booking will only be secured when the completed booking form is returned to the Booking Secretary and payment has been made in full either by BACS no later than one week prior to date of event or by cheque payable to Debden Village Hall no later than two weeks prior to date of event.

Please Note:

- **Insurance and Indemnity. The Hirer is liable** for any injury to anyone attending the event or all claims, losses, damage to the Hall, its contents, loss of property and damage to the surrounding areas during the period of the hire. For parties and large functions we strongly advise you to have **Indemnity Insurance** in place.
- **The Hirer** is responsible for ensuring adult supervision of minors (those aged under 18 years of age). At no time should there be minors on the premises or surrounding areas without adequate adult supervision.
- Please note that electricity for heating and the use of kitchen appliances is not included in the hire fee. Prepay electricity meters are situated in the storage cupboard nearest the kitchen (for the heating) and in the kitchen (for the oven). They take £1.00/£2.00 coins.

I apply for the hire of Debden Village Hall as below:

Hirer: (Name in capitals): Address:- E-mail address: Contact Phone Number:	Date of Hire: Purpose for hire: Number of guests attending:
Hire charge for Friday & Saturday 6pm – 01.00am: £105	The hall must be vacated by 01.00am so please allow time to clear up after your event by this time.
I wish to collect the keys Date and Time am/pm	I will return the keys Date and Time am/pm

I have read and undertake to observe the Conditions of Hire attached to this form. I will pay for all costs arising from any failure to observe such conditions.

Signed _____

Dated _____

Keys can be collected from the Booking Secretary – **Jane Pearce** Tel: **07545 065865**
Granlund, Deynes Road, Debden, CB11 3LG

Please return this form with Payment to the Booking Secretary.

Debden Village Memorial Hall Registered Charity No. 301294

Debden Village Memorial Hall Registered Charity No. 301294
Mill Road, Debden, Saffron Walden, Essex, CB11 3LB

Conditions of Hire

Please note the Committee reserves the right to refuse a booking or cancel a hiring agreement at any time in the event that it is deemed by **the Committee** that **the Hirer** has or plans to breach the Conditions of Hire for the premises, in which case the repayment of any payments made shall be at the discretion of **the Committee**. However, **the Committee** shall not be liable to **the Hirer** for any resulting loss whatsoever.

The Hirer is responsible for:

- Providing the Booking Secretary with the refundable Booking Fee together with the completed booking form confirming date and duration of hire prior to the event. Keys will not be made available until full payment (including the £200 refundable deposit if required) has been received. **In the event of cancellation by the Hirer the £30 Booking Fee will not be refunded.**
- **Insurance and Indemnity. The Hirer is liable** for any injury to anyone attending the event or all claims, losses, damage to the fabric of the Hall or its contents, loss of property and damage to the surrounding areas during the period of the hire. **Failure to comply with these conditions** to ensure all reasonable precautions in the interests of health and safety, whether or not they are directly involved in any incident and whether or not they attend the event will leave the hirer liable. We have adequate the Public Liability insurance but for parties and large functions we strongly advise you to have **Indemnity Insurance** in place for all claims, losses, damages and costs incurred.

The Hirer must ensure that:

- A responsible adult will act as fire safety officer for the event and who will familiarise themselves with their responsibilities and the location of the fire exits.
- No more than **120** people are in the building at any one time.
- Evening bookings must vacate the hall by **1am** ensuring the hall is left in a clean and tidy condition by this time. Should the hall be left in a unsatisfactory condition, a percentage of the deposit will be retained for extra cleaning.
- All the fire exits and the area around them are kept clear at all times. The outside door in the Blue Room remains unlocked throughout the period of hire.
- Ensuring that the Emergency Lighting System is operational and that the lights show throughout the period of the hire. This applies to all periods of hire between dusk and 1am. (The emergency lighting will come on automatically in the event of a power failure.)
- That the heaters in the Blue Room are not covered and are kept clear of obstructions. They must be switched off before vacating the Hall. Switch is below the heaters.
- * The maintenance of good care and order within the hall: **absolutely no staples/nails/screws/hooks/drawing pins/glue are to be used on any part of the hall.**
- Ensuring that all minors (those aged under 18 years of age) are adequately supervised both inside and outside the hall (according to activity and age) by responsible adults throughout the event.
- Ensuring that the hall and kitchen are left clean and tidy. That the water heater, cooker and fridge are switched off after use with no food, dishes, crockery or tea towels etc. left on the kitchen worktops.
- Ensuring that heating, lighting and all taps are turned off before leaving the hall.

- Ensuring all external doors are closed, locked and that lights are turned off and the Hall is left secure at the end of the hire.
- **We do not have a Premises Licence.** As **the Hirer** you are responsible for the completion of the Temporary Event Notice, forms available from <http://www.uttlesford.gov.uk/article/2026/Temporary-Events-Notices>. Ensuring that any licensing arrangements for music, dancing and alcohol sale or consumption are complied with and that the conditions pertaining to the notice are adhered to.
- **The Hirer** will ensure evening guests do not enter the children's playground at any time and the area outside the hall is left in a clean and tidy condition.
- **The Hirer** will ensure the two Table Tennis tables stored in the Blue Room are not moved or interfered with. Debden Village Hall does not own these tables and any damage incurred will be the responsibility of the Hirer.
- Finally, we would be very grateful if your guests could vacate the hall and car park as quietly as possible when they leave in order to avoid disturbing residents.

Thanking you in advance for your support and we hope you have a wonderful event!

We'd be very grateful for your feedback so if you could spare a little time, please e-mail us on:

contact@debdenvillagehall.co.uk