

Prickwillow Village Hall

BOOKING SECRETARY: Janet Reid, Willow Lodge, 64 Main Street, Prickwillow,
Cams CB7 4UN

Tel 01353 688472 prickwillowvillagehall@gmail.com

An Agreement is made between Janet Reid on behalf of Prickwillow Village Hall Management Committee and:

Hirer details as supplied when booking hall and confirming email address.

Please read the information below and advise immediately if you are unable to proceed with the booking due to inability to confirm or accept the following:

YOU CONFIRM THAT YOU ARE OVER THE AGE OF 18 AND WILL BE PRESENT THROUGHOUT THE EVENT.

DAMAGE TO PROPERTY: The Village Hall has an excess of £100 on its insurance. If any damage is caused during your period of hire, you agree to pay the bill for repairs/replacement or £100, whichever is the lower figure.

ALCOHOL:

During the function will Alcohol be served? YES/NO

Will it be sold? YES/NO – if yes, please ensure this has been agreed when booking or advise immediately.

If it is being sold, who will be the Personal Licence Holder?

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Nb. A PHOTOCOPY OF THEIR LICENCE WILL BE REQUIRED BEFORE THE DAY OF THE EVENT

Under the licensing laws it is a criminal offence to sell Alcohol without the presence of a Personal License Holder on the premises for all of the time that it is being sold.

Please note the Village Hall does not hold its own license, and a minimum of one month's notice is required at the Court if you need to obtain a Temporary Event Notice.

I confirm that I have read and understood the above and the **Notes** and **Conditions** overleaf and will adhere to them in full.

Signed Hirer; and J Reid Booking Secretary (date as email)

Bank Account details for direct payment within 1 week of booking:
Prickwillow Village Hall 30-93-05 00463535 – please reference your Surname and Date
of Event.

Payment of booking fee denotes acceptance of these Conditions of Hire

CONDITIONS OF HIRE

The Village Hall Management Committee aims to ensure that the letting of the hall is as trouble free as possible for all concerned.

The Hall is thoroughly cleaned on a regular basis, (not necessarily after each Letting) and is kept to as high a standard as possible. This assumes that each Hirer leaves the building and equipment used in as clean and orderly a condition as they would wish to find it.

Please note that Hirers are required to pay for all hours booked, for whatever purpose the hall is being used; e.g. Setting Up – The Function – Clearing Up.

These arrangements are designed to keep maintenance and therefore Hiring Costs to a minimum and to ensure that the hall is run on a sound financial basis so that it can continue to be available as an amenity for the residents of Prickwillow and as a resource for Hirers from other communities.

The Hirer will ensure that all rubbish is placed in sealed bags (1 provided) ready for the weekly collection. Empty Bottles and Cans should be taken by the Hirer to a Recycling Centre.

The Playpark around the hall is not the property of the Hall, and as such may be in use by the general public during your event. It is not possible to privately hire this facility.

CONDITIONS

When inspecting or first occupying the building, the Hirer must take note of any damage he/she wishes to draw to the Management Committee's attention. A

book for recording damages and repairs necessary is kept in the Kitchen and Hirers are requested to make notes as necessary **and bring to the Booking Secretary's attention that they have done so.**

2. The named Hirer overleaf is responsible for any damage or breakages taking place during their time in the hall. Any that do occur must be reported to the Booking Secretary. The cost of making good will be itemised and the Hirer agrees to pay this amount on demand (or the sum of £100 to cover Insurance Excess, whichever is lower).
3. The Hirer is responsible for maintaining order both from the point of view of possible damage and consideration for occupants of adjacent properties.
4. It is most important that the Hirer and his/her guests do not occupy the building at any other times than those shown overleaf. This is to ensure that in the event of an accident or other mishap there would be no reason for the hall's Insurers to question why the building was occupied at a time other than that shown on this Booking Form.
5. ***Please note there is no public telephone in the hall – please bring a mobile in case of emergencies.***

THE HALL IS LICENCED FOR A MAXIMUM 100 PERSONS SEATED OR 120 DANCING

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