



Charsfield Village Hall

Registered Charity No: 251011

Charsfield Village Hall

Charsfield, Suffolk

Tel: 07788957558

www.charsfieldvillagehall.org.uk

On Line Reservation Form

Application dated: -

Please complete the form stating your reservation requirements and submit by e-mail. (If you prefer you can print out the form and post to the above address.) Fields marked * are mandatory for an on line reservation.

Hirer's Name*	<input type="text"/>	Hirer's address*	<input type="text"/>
Phone Number	<input type="text"/>	Hirer's postcode*	<input type="text"/>
Hirer's e-mail *	<input type="text"/>	Organisation?	<input type="text"/>
<input type="checkbox"/> Are you a registered charity (20% discount)		Charity Number	<input type="text"/>

Please complete shaded areas only. Use the grey areas for additional dates. (Remember to allow for setting up and clearing away time).

Date Requ'd	Start	End	Requirements?	Repeat <input type="checkbox"/> Times	Sundries <input type="checkbox"/> Stage/Lights <input type="checkbox"/> Bar Hire <input type="checkbox"/> Set out tables	Tariff	Hrs. Charged
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
						Charge =	<input type="text"/>

Date Requ'd	Start	End	Requirements?	Repeat <input type="checkbox"/> Times	Sundries <input type="checkbox"/> Stage/Lights <input type="checkbox"/> Bar Hire <input type="checkbox"/> Set out tables	Tariff	Hrs. Charged
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
						Charge =	<input type="text"/>

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
						Charge =	<input type="text"/>

Discounts and adjustments (to be applied at the discretion of the Village Hall Management.)

<input type="checkbox"/> Registered Charity?	<input type="text"/>	Charity Discount	
<input type="checkbox"/> Local Resident (IP13 7)	<input type="text"/>	Local Discount	Other Charges (storage, crockery or table hire) <input type="text"/>
<input type="checkbox"/> On Line Booking	<input type="text"/>	On Line Discount	
			Total Cost of Hire <input type="text"/>

Please state any special requirements?

Agreement. I wish to reserve Charsfield Village Hall as detailed above. I have read and agree to abide by the conditions of hire. I understand that the reservation will only be guaranteed once I have received the agreement and priced booking form which will be returned to me by e-mail. I understand that I must pay the hire charges in full before commencement of the hire. (See next page for notes and conditions)

I agree

To save this form for later on your PC - use 'file/save as'

Please pay on receipt of agreement and invoice.

REGULATIONS AND CONDITIONS OF HIRE – Please read carefully

Responsibilities of the Hirer to Charsfield Village Hall Management Committee.

- 1) The hirer shall be over 21 years of age and is responsible for ensuring that:
 - a) The hire times are adhered to. Normal end time is no later than 11 p.m. Check for a later exit.
 - b) The Hall must be cleared immediately after the function except by prior arrangement with the Management Committee.
 - c) All the supplied equipment such as chairs and tables is put away in the storeroom as indicated. All hirers own equipment is cleared away. (Note that the stage will be erected and dismantled for you if hired.)
 - d) Once the hall is vacated all doors are locked and windows closed. Keys are returned to the key cabinet and it has been locked.
 - e) All water heaters are turned off after use. The heating controls are not adjusted.
 - f) The areas used, including the kitchen, are left clean and tidy otherwise a cleaning charge will be made.
- 2) The Hirer shall indemnify the Management Committee for the cost of repair of any damage done to the property during the hiring, including the curtilage thereof or of the repair or replacement of the contents of the premises as a result of the hiring. Any such repairs or re-placement of property to be organised by the Management Committee and invoiced to the Hirer. The Management Committee reserves the right to charge the Hirer for any loss of income due to willful damage during the hiring of any part of the Hall.
- 3) All hire charges to be received at least 7 days before the day of use. 25% deposit is required at the time of booking. Regular hirers should settle accounts monthly in advance.
- 4) If the hirer wishes to cancel the booking before the event, the deposit paid is not refundable.
- 5) The Hirer shall not sublet the hiring or use the premises for any unlawful purpose or in any unlawful way do anything or bring onto the premises anything that may endanger the property or public or may in any way invalidate any insurance policy held by the Management Committee.
- 6) A deposit against damages and excessive cleaning may be charged. Remaining deposits will be returned to the Hirer after the event.

Responsibilities of Charsfield Village Hall Management Committee

- 7) The Management Committee accepts no liability for personal injury caused to any person on the premises outside the scope of its Property Owner's Liability Insurance.
- 8) The Management Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a polling station or similar purpose. In this case the Hirer shall be entitled to a full refund of any monies paid if an alternative booking date is not acceptable or available.
- 9) In the event of the Hall or any part thereof being rendered unfit for use the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. In this case the Hirer shall be entitled to a full refund of any monies paid if an alternative booking date is not acceptable or available.
- 10) The Management Committee retains the right to enter the premises during any function for the purpose of checking on security, safety and compliance with the conditions of hire.

Regulations Concerning the Use of the Hall

- 11) It is not permitted to sell alcohol on the premises without the benefit of a Licence. Please see specific rules on Bar Request Form.
- 12) Equipment requirements must have been indicated on the booking form and any rental and setting out charges pre-paid.
- 13) Chairs and tables stored inside are for inside use only. Outside Equipment is stored in the shed.
- 14) The stage is not to be erected by the hirer. If required this must be requested on the booking form and an erection charge will be added to the rental.
- 15) Regular Hirers wishing to store equipment within the Hall may do so only agreement of the Management Committee and a rent will be charge. Insurance of such equipment shall be the responsibility of the Hirer.
- 16) A list of Rules for the use of the Kitchen is posted in the kitchen.
 - a) No children under 12 years of age are to enter the kitchen.
 - b) Food and Hygiene regulation compliance is the responsibility of the Hirer.
 - c) The Kitchen must always be completely cleaned after every use.
 - d) All kitchen equipment used must be thoroughly cleaned and put away after use.
- 17) Cars are parked at their owner's risk. Clothing and valuables are taken onto the premises at their owner's risk.
- 18) It is the responsibility of the hirer to ensure that all Fire Exits are kept clear at all times. Observance of the occupancy levels is a mandatory legal requirement. Please ascertain that your guest numbers are within these limits.
- 19) A No Smoking policy applies to all areas of the Hall.
- 20) The wearing of stiletto heels is discouraged due to potential damage to the flooring. Please inform your guests accordingly. No heavy, or sharp equipment, likely to damage the floor is to be used in the Hall. **Please clean but do not wash the floor.** Wipe up spillages promptly.
- 21) No sticky substance, nails, pins etc. are to be used on the walls, ceilings or floors.
- 22) The Hirer shall ensure that there is no excessive noise or disturbance of others. Minors must be adequately supervised.
- 23) Care must be taken to avoid noise when leaving the premises, particularly at night.

Issue 6 Dated 30th October 2006

Hall Occupancy Levels as specified by fire and other regulations: -

	With Stage	Without Stage	Meeting Room
Seated at Tables	80	100	30
Dancing & Tables	106	135	40
Dancing only	160	200	50
Closely seated	106	135	40