

BARLOW PARISH COUNCIL - VILLAGE HALL BOOKING FORM

Clerk/RFO – Emma Smith Barlow Parish Council Barlow Village Hall Millcross Lane Barlow S18 7TA Mobile: 07841529122	Form No.	
	For office use only	
	Date Completed Form received with deposit	
	Receipt No.	
	Balance Paid	
	Receipt No.	
	DEPOSIT REFUNDED	YES/NO
Dear Hirer –		
I have reserved Barlow Village Hall for you on – details as below		

	From	To	Total Hours	£ Per Hour	TOTAL
REFUNDABLE DEPOSIT	Please send your deposit as a BACS payment and post/email your completed booking form. It will then be refunded by BACS after your event if you satisfy the conditions below. *				
MAIN HALL					
COMMITTEE ROOM					N/A
TENS Licence					N/A

THE ABOVE TIMES MUST INCLUDE TIME FOR SETTING UP AND CLEANING UP AFTER YOU

EVENT (please complete & list the activities/equipment in & out of the hall e.g. bouncy castles)	
	GRAND TOTAL £

***A booking is only confirmed when your deposit is received with the completed booking form**

The deposit is returnable if the village hall is left in an acceptable condition – clean and tidy, chairs and tables stacked properly, floors swept with no damage to the premises or equipment, and no problems having been brought to the attention of the Parish Council arising from the hire. There is a form attached which must be completed on your arrival at the hall to record if there are any problems left by a previous hirer. If this form has not been completed and any problems are found after your event, your deposit may not be refunded.

The remaining fee must be paid at least two weeks before the date of the hire.

BACS should be made payable to **Barlow Parish Council Sort code – 60-83-01 Account No. 20395627.**

(Please provide your name as reference.)

Instructions for obtaining the hall key will normally be sent to you to the mobile no. you provide below, by text prior to the start of your hire time. In the unlikely event of your not receiving this text, please contact the Clerk/RFO on 07841529122 for instructions.

Please check the details, complete, sign and return a copy of this agreement to me with your deposit as soon as possible to secure your booking.

Yours sincerely,

Emma Smith

Clerk/RFO

I have read the conditions attached and accept any responsibility for the hire of the village hall.

Name and address of person responsible for hire:

Signed:

Contact No. (for hall key instructions or emergencies during the event):

Mob:

CONDITIONS OF HIRE FOR INDOOR AND OUTDOOR ACTIVITIES

1. All conditions attached to the Premises Licence (Licensing Act 2003) for the hall must be adhered to.
2. It is the hirer's responsibility to complete the attached 'condition of hall' form before the start of the event.
3. It is the hirer's responsibility to carry out noise level checks at the boundary of neighbouring residential premises on at least two occasions during any event involving regulated entertainment. (First one should be within 30 minutes of the start of the event and the second one within the last hour of entertainment). Please complete the attached form. If there is a problem, please report this at the bottom of the form.
4. It is the hirer's responsibility to set up, dismantle and store equipment in a safe and proper manner (as set out in the Health and Safety Policy). Chairs must not be stacked any more than 7 high with styles not being mixed in a stack. (Mixing styles damages the chair legs.)
5. You must be conversant with the conditions of the Parish Council's insurance policies which are applicable to the hirer.
6. Insurance Liability regarding equipment stored on the premises and not owned by the Council is the responsibility of the hirer.
7. The council will not be responsible for the loss or damage to any goods or articles left in the hall or on the Recreation Ground.
8. The hirer must not sub-let any part of the hall and is responsible for any damage to the hall and to any property in the hall, occurring during the period of the letting or while persons are using, entering or leaving the hall pursuant to the hire. The hirer shall notify the Clerk of any damage or breakage occurring during the letting. The hirer will be charged the current cost of replacement.
9. The Parish Council reserves the right to cancel any letting should unavoidable circumstances demand. It also reserves the right to terminate any entertainment or such other function not properly conducted.
10. The hirer shall ensure that the function stops at or prior to the agreed time.
11. Keep all entrances and exit doors closed at all times other than for access.
12. NO exits must be blocked, or obstruction placed in the corridors. The fire appliances must not be removed or interfered with. All Fire Exits must be kept clear and must not be wedged open.
13. Fire Evacuation – it is your responsibility to ensure, when evacuating the building/recreation ground, everyone is accounted for, especially children and disabled people.
14. The hirer must see that the facilities, equipment used, hall, kitchen and toilets are left in a clean and tidy condition and that the furniture is clean and returned to the store place in the correct manner in accordance with signage. All lighting must be switched off, windows and emergency exit doors closed and outside locked. It is the hirer's responsibility to check all areas before leaving the building, including toilets.
15. It is the hirer's responsibility to ensure that there is the correct supervision for children under 18 years of age.
16. The Parish Council has the right to terminate or refuse any hire. Police may be called by the Parish Council at any time during the hire/function.
17. SMOKING is not allowed in the Village Hall or any building on the recreation ground.
18. Sellotape MUST NOT be used in the village hall on walls or other surfaces.
19. All windows to be closed at all times after 8.00 p.m.
20. Where regulated entertainment takes place, all doors to rooms in which the music or speech is taking place shall be kept closed, other than for access and egress.
21. The hirer shall monitor the noise from time to time outside noise sensitive premises during every event involving amplified music or speech. (If noise levels are excessive, immediate action is required) Please complete the form attached for our records. The log book can be viewed by the Parish Clerk, Parish Councillors or a representative from the Licensing Authority.
22. NO amplified music or speech shall be relayed via external loudspeakers.
23. All electrical equipment used by users must have been professionally tested.
24. If you have an accident, please enter this in the accident book located in the First Aid Cupboard in the kitchen.
25. If a booking is cancelled within 7 days of the event you will be charged for the hire.
26. The hirer shall receive and respond to any complaints throughout the duration of the hire including all noise generating events.
27. Bouncy Castles – if you are having a bouncy castle please ensure the person you hire it from has Public Liability Insurance in place. A person from the hire company MUST remain with the Bouncy Castle at all times. The Parish Council Insurance does not cover you for a Bouncy Castle.
28. Outside Gazebo – This is not to be used as a Smoking area.
29. Any electrical items used in the Hall must be under 1 years old or PAT tested.
30. **The Deposit will only be returned if there have been no complaints and the hall is left in a satisfactory condition.**

If there is an emergency during the event, then please contact:

Emma Smith (Clerk/RFO) on Mobile 07841529122
Or the Chair Jo Hunter 07970670726

MAXIMUM PERMITTED CAPACITY OF THE HALL - 130 Persons

BARLOW PARISH COUNCIL - CONDITION OF HALL

NAME OF HIRER

DATE & TIME OF HIRE

Before you use the Village Hall, please check and complete this form:
(if this is not completed and any damage has occurred your deposit may be retained)

Are all the exits clear? Yes/No (if no please detail below)

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.....

What is the condition of (cleanliness and tidiness)

The hall? Good Bad Need improvements

Comments please:
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The Toilets? Good Bad Need improvements

Comments please:
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.....

Committee Room (If hired)? Good Bad Need improvements

Comments please:
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Kitchen? Good Bad Need improvements

Comments please:
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Store Cupboards (If applicable) Good Bad Need improvements

Comments please:
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Any further comments?

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.....

Bank Details for returnable deposit

Name of Account Holder

Sort Code Account Number

Please return to –
Emma Smith, Barlow Parish Council, Barlow Village Hall, Millcross Lane, Barlow, S18 7TA
(If this form is not returned, and any damage found after your event, your deposit may be retained)