

BENWICK VILLAGE HALL

BOOKING FORM & INVOICE

Registered Charity Commission Number 298319

PLEASE COMPLETE ALL THE BELOW SECTIONS HIGHLIGHTED IN **RED**
 AND POST THE FORM TO PATRICIA TICKNER (on back of form)
 THE BOOKING WILL BE COSTED AND PASSED BACK FOR PAYMENT.
 (BLUE SECTIONS WILL BE COMPLETED BY PAT)

Invoice Number:	2016/
Payment Due Date:	

CONTACT DETAILS

Name of Group: (if applicable)	Contact Name	Tele:
Contact Home Address:		
Contact Mobile Phone:	Contact E Mail Address:	

HIRE DETAILS

Type of Function:	<p><i>For payment of this account into the bank please use these details</i> Sort Code 20 – 67 – 37 Account No. 70150142 Benwick village hall 1957 Fund</p>
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Date/s of Booking/s:	Total dates
Times of Bookings/s: (include cleaning up time)	Total hours
Part of Hall Required: (please tick)	Conference
Start time	Finish
Main:	Meeting:

Please confirm this Booking is entered in the diary held by Patricia Tickner, by ticking this box, (otherwise the booking is not guaranteed and can be double booked)

<u>RATES OF HIRE 2016</u>	Main Hall	Conference Room	Meeting Room
Standard Hourly Rate	£15.50	£10.50	£8.00
Club Hourly Rate	£7.50	£6.50	£5.00
Saturday	£26.50	£18.50	£10.50
Club Rate	£15.50	£10.50	£8.50
Sunday	£10.50	£8.50	£8.00

Rate:	£
Total Due	£
Deposit:	£
Charges	
Refunded Deposit	

Please Note: Club Rate is only available to Non Profit Group/Associations that make more than 10 bookings in any one year.

BOOKING TERMS AND CONDITIONS IN SHORT (full terms and conditions are on the reverse)

A £25.00 CHEQUE AS DEPOSIT (for locals) or £50 (out of parish) IS REQUIRED ON BOOKING FULL PAYMENT REQUIRED BEFORE COLLECTING KEYS FOR THE EVENT. NO DEPOSIT AND PAYMENT – NO KEYS (deposit returned if hall clean and undamaged)

- Please adhere to your Booking Times as other bookings are made around them.
1. Please Leave the hall in Clean and Tidy Condition (Please see note above regarding deposit)
 2. Please ensure all electrical appliances including lights are switched off after use.
 3. Please empty all waste bins and take them home with you. (a removal charge will be made if needed)
 4. Please treat the hall in the same way you would if it were your own.
 5. Please report any damage or faulty appliance. (damage charges will be taken from the deposit or invoiced separately.)
 6. Please note the power to sockets will automatically be switched off at midnight.
 7. The maximum number of people allowed by law in the hall is 180.
There is a phone in the entrance cupboard that 999 calls can be made from

I certify that I am over 18 years of age and have read the Regulations governing the letting of Benwick Village Hall and accept responsibility for the observance of the Regulations and hereby indemnify the Benwick Parish Council and the Village Hall Management Committee against any loss or damage to the property or contents arising from this letting.

Signed: Print Name: Date:

All cheques should be made payable to "BENWICK VILLAGE HALL"

c/o Mrs Patricia Tickner, 20, Chapel Gardens, Benwick, March, Cambridgeshire, PE15 0XH 01354 677279

REGULATIONS GOVERNING THE LETTING OF BENWICK VILLAGE HALL

- A. The times detailed above are to be adhered to strictly. They should include time for setting up and cleaning after the event, as other bookings are arranged around your agreed times.
- B. Application for the letting of the premises shall only be made to the representative of The Village Hall Management Committee delegated to the task of Booking Clerk.
- C. **APPLICATION FORMS MUST BE COMPLETED WITH FULL PERSONAL DETAILS AND ACCOMPANIED BY A DEPOSIT CHEQUE/CASH OF £25 (from local residents or £50 from out of parish residents) WHICH WILL BE RETURNED AFTER THE EVENT PROVIDING THE PREMISES ARE LEFT IN A CLEAN AND UNDAMAGED CONDITION**
- D. **THE TOTAL HIRE CHARGE MUST BE PAID IN FULL 7 DAYS PRIOR TO THE BOOKING DATE OR COLLECTING THE KEY.**
- E. **A Charge of 50% of the Total Booking Fee will be made for the hiring of the premises unless 14 days Notice of Cancellation of a letting is given in writing to the Booking Clerk.**
- F. Persons hiring the premises will be held responsible for any damage to buildings, furniture or other property and a claim for repair or replacement of such building, furniture or other property will be made. A £25.00 returnable charge (subject to the above conditions) must be paid at the time of the booking by all persons and/or groups & associations.
- G. The Village Hall Management Committee and Benwick Parish Council cannot accept responsibility for any loss, damage or accident occurring during occupation of the premises, or from, or to, any vehicles parked in the permitted car parking areas or to any equipment stored on the premises on behalf of any persons.
- H. The committee does not seek in paragraphs D & E above to absolve itself, or any employee, from liability as owners/occupiers of the premises, but in view of the indemnity given by the hirer, consideration should be given as to the advisability of the hirer obtaining Third Party Insurance.
- I. **It is the responsibility of the persons hiring the premises to ensure that all electrical equipment is turned off and that the premises are secured according to the arrangements made with the key holder. Particular attention is drawn to the observation of safety regulations. (e.g. fire exits should not be locked).**
- J. Persons hiring the premises are expected to leave the building and its surroundings clean and tidy. If any additional expense is incurred in the removal and replacement of furniture or any exceptional cleaning becomes necessary in consequence of the use of the premises, the person hiring will be responsible for the said expenses.
- K. All items used in the Village Hall must be tested and while the Hall is in use, all the fire exits should be unlocked. The power to all sockets will be automatically switched off at 1.00AM and the maximum number of persons permitted in the Hall at any one time is 180.