

HARTFORD VILLAGE HALL Conditions of hire

1. **Anyone wishing to hire the above premises must read the conditions of Hire and then fill in the application form, returning it to the booking clerk and paying their deposit. Until both are received your booking will not be confirmed.**

The person who signs the form of application shall be deemed to be the hirer/user and must be 21 years of age or over. The Management Committee may refuse to hire the premises to any individual or organisation at their discretion or may cancel any booking (with a refund of any payment already made), if in their opinion there is sufficient reason for doing so.

Maximum capacity is 80 people **Please do not exceed the numbers**

2. **Hire deposit (£50 day events / £150 events after 6pm)** to be paid with booking.
3. Event cancellation less than 14 days before event: 50% of the deposit will be retained.
4. **Deposit will only be refunded when the key has been returned to the key safe and the premises are found to have been left in good order ie swept, cleaned and all rubbish removed from site.**
5. **Room Hire fee due in full no later than 7 days before the event**
6. **Bank details: Hartford Village Hall sort 30-94-47 a/c 00166612**
7. Any cheques to be made out to 'Hartford Village Hall'.
8. It is recommended that hirers bring their own **first aid kit** to cover any accidents.
9. **The hirer is responsible for leaving the premises in good order and for its proper use during the event.** This includes adherence to any legal restrictions on the sale of alcohol, unlicensed gambling and lotteries, parking and the performance of music or stage plays.
10. **Hirers are responsible for keeping the fire exits clear and for the safe use of the cooker.**
11. In the event of the alarm going off, evacuate the hall immediately and contact the Fire Service. Assemble on the street outside and check, as far as possible, that everyone is accounted for.
12. Children are not allowed in the kitchen at any time.
13. **Fire doors at the end of hall must remain shut except in case of fire. Opening may disturb residents especially with loud music.**
14. **The hirer must understand that they are responsible for any damage or breakages** at the premises during their occupancy, whether caused by guests or not. If the Management Committee has to make repairs or replace items then the hirer is **personally** liable for the costs. This includes any special cleaning required after the event.
15. **Decorations** must not be attached by any means to the painted walls. Confetti is strictly forbidden as it stains the wood floor.
16. Do not let children run about in the street or on the green **causing a nuisance to residents.**
17. **The Hall Committee will not be responsible for any loss or damage** to property or possessions of the hirer or hirer's guests during their occupation of the premises, or for any loss to the hirer by reason of cancellation of a booking.
18. **THE CAR PARK IS DESIGNED FOR CARS ONLY. HGVs, PLAY BUSES & SIMILAR VEHICLES ARE PROHIBITED AS THEIR WEIGHT MAY DAMAGE PAVIERS & DRAINAGE.**
19. The premises must be **completely vacated by 11pm or 10pm on a Sunday/Bank Holiday.** The premises stand in a residential area and any annoyance to local residents must be avoided. **Failure to observe these instructions will result in loss of deposit.**

HARTFORD VILLAGE HALL

HIRE APPLICATION FORM

(Please complete in block capitals and sign below)

NAME:			
ADDRESS:			
		POSTCODE:	
Email:			
TEL NO:		MOBILE:	
DATE AND DAY OF HIRE:			
TIME REQUIRED – <i>The Hall must be cleared and vacated by 11pm (10pm on Sundays/Bank Holidays)</i>			
FROM:		TO:	
TYPE OF FUNCTION:			
NUMBER OF GUESTS (approx):			
Areas required (please delete unwanted)			
MAIN HALL: £ 20/hr before 6pm (£25/hr after 6pm)			
MEETING ROOM (£12/hr)		KITCHEN	
The function will include:			
BAND	YES/NO	A DISCO	YES/NO
A BAR*	YES/NO		
* If yes you must arrange to obtain a license or contact King of the Belgians			
PAYMENTS			
DEPOSIT* WITH BOOKING:	£50 events before 6pm		£
	£150 events after 6pm		£
<i>*RETURNABLE DEPOSITS are returned after premises inspected. Deposits may be retained if any conditions of hire are broken.</i>			
HIRE: (due 7 Days before event)	£20/hr before 6pm	x	Hours = £
	£25/hr after 6pm	x	Hours = £
Bank details: Hartford Village Hall Sort code 30-94-47 a/c 00166612			
Cheques made payable to – Hartford Village Hall No cash payments			
Please provide your bank details for refunded deposit:			
Account Name:			
Bank Sort Code:		Account No:	
The details above are correct and I have read the terms and conditions and agree to abide by them. I understand that my deposit may be retained if any of the conditions are not met. (The hirer/user must be 21 years of age or over)			
Signed:		Dated:	