

**SUMMARY OF CONDITIONS OF HIRE**

Payment: Full payment is required by the return of the key the end of the event. Please note that bookings are in units of 1 hour. **Cancellation charge:** the Committee reserves the right to charge the full booking fee if a cancellation made less than two weeks before the function.

Please note: The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated.

Activity	The hall is licensed for	Times for which the activity is licensed
a. The performance of plays	NO	-
b. The exhibition of films	NO	-
c. Indoor sporting events	YES	Mon-Sat 9am-11pm
d. Boxing or wrestling entertainment	YES	Mon-Sat 9am-11pm
e. The performance of live music	YES	Mon-Sat 9am-11pm
f. The playing of recorded music	YES	Mon-Sat 9am-11pm
g. The performance of dance	YES	Mon-Sat 9am-11pm
h. Entertainments similar to those in a – g	YES	Mon-Sat 9am-11pm
i. Making music	YES	Mon-Sat 9am-11pm
j. Dancing	YES	Mon-Sat 9am-11pm
k. Entertainment similar to those in i – j	YES	Mon-Sat 9am-11pm
l. The provision of hot food/drink after 11pm	NO	-
m. The sale of alcohol	NO	-

**THE PERSON OR ORGANISATION NAMED ON THE BOOKING FORM**

**A. Is responsible for:**

1. Obtaining liquor licence;
2. The Hall and its fixtures and fittings;
3. Safety and good conduct of everyone in the building, and ensuring that the maximum number of people allowed (i.e. 100) is not exceeded.
4. Observing the fire regulations; for example, hirer to ensure specified means of escape are monitored and kept free of obstruction;
5. Leaving the Hall in a clean and tidy state, putting off all lights and heating, ensuring all doors are locked and windows are closed/locked as appropriate and taking away all rubbish and recycling as there is no council bin or recycling collection at the hall;
6. Cost of damage, however caused;
7. Ensuring noise (especially from discos) is kept to a reasonable level – **excessive noise is a statutory offence** and that the music stops at 11pm. Mon-Sat - no music on Sundays.
8. In the case of parties/discos for young persons: ensuring adult supervision of at least one to ten (minimum no. of adults, 3). Ensuring maximum numbers of 100 in the Hall are not exceeded.

**B. Must get prior consent for**

1. Extensions to existing electrical fittings;
2. Decorations or advertising materials in the Hall;
3. Animals;
4. Attaching anything to the building, internally or externally.

**C. Is not permitted to:**

1. Sublet;
2. Use any equipment belonging to the Hall unless booked.

**THE MANAGEMENT**

**A. Reserve the right to:**

1. Refuse or cancel bookings;
2. Increase charges;
3. Recover cost of damage;
4. Enter the hall at any time;

**B. Is not liable for:**

1. Theft or damage of personal property;
2. Failure of Mains Services affecting the hiring;
3. Expenses incurred by attendance at the Hall by Fire, Police or Ambulance.
4. Public liability cover for commercial hirers.

**TO BE READ IN CONJUNCTION WITH THE INFORMATION SHEETS PROVIDED FOR HIRERS.**

**Booking accepted on behalf of Hutton Roof Village Hall Committee:**

Name (BLOCK CAPITALS):	Signature	Date
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**Hutton Roof Village Hall Committee**

HRVH Booking Form (Updated Jan 18)

Eve Simpson, Secretary, Holly Grove, Newbiggin, Carnforth, LA6 2PN. 01539 5567605

booking@huttonroof.org.uk

**Application Form for the hire of Hutton Roof Village Hall**All sections to be completed in **BLOCK CAPITALS**

Name of Applicant:	Name of Organiser responsible for, and in charge of the event:
Organisation (if applicable):	
Address:	Address:
Postcode:	Postcode:
Telephone no:	Telephone no:
Email:	Email:

**DETAILS OF FUNCTION:**

Nature of Function		
Day(s) and Date(s) of function		
Starting Time (inc. set up)		
Finishing Time (inc. clearing away)		
Approximate Number Attending (if known)		
Will Music be played (delete as appropriate)	YES	NO
If yes will it be: (delete as appropriate)	RECORDED	LIVE
Is it a commercial function (delete as appropriate)	YES	NO
<b>The hall must be booked in units of one hour, minimum hire is 1 hour. Up to half an hour is allowed free for cleaning up. Please remember to include and further setting up and cleaning up time needed. The charge is £7 per hour or £70 for a full day.</b>		
Total number of hours required		

**ACCOMMODATION AND OTHER FACILITIES REQUIRED**

Facilities	Required	Facilities	Required
Main Hall		Field	
Kitchen, Crockery, etc.		Football goals	
Tables/chairs		Cricket set	
		Volley ball set	
Children's indoor games box		Netball set	
Other			

Please give details of your licensing arrangements for alcohol (if applicable):

Special conditions

**CONDITIONS OF HIRE**

I confirm that I have read and accepted the Conditions of Hire. I am over 18 years of age. I agree to pay the full hire charge on or before return of the key (Cheque payable to *Hutton Roof Village Hall*)

Name (BLOCK CAPITALS):	Signature	Date
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**Please return the form to the above address so that the booking can be confirmed.**

**Hutton Roof Village Hall Booking Confirmation**

Booking details: Date \_\_\_\_\_ Time From: \_\_\_\_\_ Time To: \_\_\_\_\_ Charge : \_\_\_\_\_