

Cummersdale Village Hall

Booking Agreement

This agreement takes place between the hirer and Cummersdale Village Hall. By completing this agreement, the Hirer takes responsibility to act in accordance with the hire agreement below. The Hirer is responsible for all those using the venue during their booking. Signature of this form represents acceptance of all terms and conditions of hire.

Name of Hirer (or authorised representative of organisation hiring the venue):

.....

Contact Address:

.....

.....

Contact Number:

.....

Contact Email:

.....

Date/s of Hire, please list all dates in a

blockbooking:.....

.....

.....

Time of Hire inclusive of set up and clearing time (unless this is a block booking and some set up/clean up time has been agreed with the trustees and committee)

From:AM/PM

To:AM/PM

Room/s to be hired:

.....

Reason for Hire:

.....

Damage security deposit if applicable: £.....

Any additional hire costs (kitchen £10 per booking if using oven and or large urn. Stage and PA system price on request)

Total cost of hire:

.....

Signature of Hirer:

.....

Date:

Signature of Cummersdale Village Hall Representative:

.....

Date:

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Failing to comply with hire terms and conditions will end the hire immediately and may result in additional charges such as damage repair or cleaning fees.

Terms and Conditions AGREED as follows:

If you are in any doubt as to the meaning of any of the conditions, you must seek clarification from us without delay.

In consideration of the hire fee described we agree to permit you to use the room/s as stated in the booking form on the dates and times stated (and access communal entry hall and toilets), for the purpose described above.

Hire Fee:

Rates are: Main Hall £20, Bar £15, Meeting Room £10; plus a one off £10 per booking if using the kitchen large appliances

If the event is raising money for the village hall the cost can be waived by the trustees.

If a block booking of 5 consecutive hours a week for at least 5 consecutive weeks is made for the main hall, the charge will be £65 per week.

A damage security deposit of £50 is applicable for events held within the hall which are to involve alcohol being consumed - payable at time of deposit payment.

You must pay a deposit of 25% balance of the booking fee and special deposit if applicable when making the booking and remaining payment must be made no later than 3 days prior to the event for which you hire the Premises, if paying by BACS or on the day of the event if paying cash.

BACS payments to;

Account Name; Trustees of Cummersdale Village Hall

Account Number; 51362129

Sort Code; 16 52 21

Please make payment reference your name / business name and dates of hire if possible.

We will refund the damage security deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

Opening and Closing of the building:

A representative of Cummersdale Village Hall will give all hirers an induction into using the key safe and alarm system. By hiring the venue, the hirer agrees to use the key safe appropriately, returning the keys after use in the secure manor, not making a copy of any keys and not sharing the codes with anyone. It is the hirers responsibility to ensure all lights and appliances are switched off, doors closed and locked where applicable.

Maximum Capacity:

You agree not to exceed the maximum permitted number of people per room including the organisers/performers at any one time.

- Main hall: 90
- Bar room: 30
- Meeting room: 14

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Supervision:

During the period of the hiring, you are responsible for:

Supervision of the Premises, the fabric and the contents, care of the Premises, safety from damage however slight or change of any sort; and the behaviour of all persons using the Premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the Premises and communal areas or to the fixtures, fittings or contents and for loss of contents.

Use of premises:

(Premises under this clause referring to any and all parts of Cummersdale Village Hall)

You must not use the premises for any purpose other than the use described under this agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or any persons within it or render invalid any insurance policies covering the premises.

You must not make any alterations to any part of the Premises or its services and facilities

Insurance and indemnity:

The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against his/her/their organisation whilst using the Cummersdale Village Hall i.e. disco or entertainer. Cummersdale Village Hall is insured against any claims arising from its own negligence.

The Hirer shall indemnify Cummersdale Village Hall for the cost of repair of any damages done to any part of Cummersdale Village Hall including the curtilage thereof or the contents of the building during or as a result of the booking.

Regulations:

The Hirer is responsible for the observance of any and all regulations appertaining to the Hirer's use of the Premises as stipulated by the Licencing Authority, Fire Authority and Local Authority or otherwise.

The Hirer shall, if selling goods comply with Fair Trading Laws and any local code of practice issued in connection with such sales.

The Hirer is responsible for ensuring all Food Hygiene Regulations are followed by themselves and or any companies/ individuals supplying food within the hirer's booking.

Noise:

The Hirer must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. If the use permitted under this agreement includes the performance of live music or the use of amplification equipment the Hirer shall keep the noise to a level that does not concern the neighbours.

Cancellation:

If you wish to cancel the booking before the date of the event, please inform us immediately.

Cancellations made 3 days or less before a hire date will incur a 50% hire cost fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

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(ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the Premises as a result of this hiring

(iii) the Premises becoming unfit for your intended use

(iv) an emergency requiring use of the Premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters

In any such case you will be entitled to a refund of any money already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever

Leaving the Premises:

You are responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

This includes the Premises, communal areas including hallway and toilets and entrance to Cummersdale Village Hall.

All furniture must be replaced as per photo displayed in each room, all kitchen items washed, dried and put away. Rubbish must be in the bins only, with any rubbish in the large black bin being bagged first.

If Cummersdale Village Hall is not left in this manner the Hirer will be contacted to resolve this issue, a £12 per hour fee may be charged at our discretion for cleaning.

The responsibility of the Village Hall:

We as a hall will ensure you, the Hirer, have access as agreed within the hire agreement at the times / dates agreed, the hall will have electricity, heating and water. Cleaning supplies, hand drying paper towels and toilet roll will be provided. We will maintain the safety of Cummersdale Village Hall and will respond as soon as possible to any and all issues raised.

A contact number will be given for any issues arising related to the hire under this agreement.

The Trustees and Village Hall Committee reserve the right to amend these terms and conditions in discussion with you the hirer in line with the best interests of Cummersdale Village Hall.