

BARNHAM VILLAGE HALL

(Registered Charity Number 304855)

EXPLANATORY NOTES FOR BOOKING FORM AND HIRE AGREEMENT

Please refer to these notes, the 'Terms and Conditions' and the Tariff when completing your Booking Form as together they form the contract between the Hall Committee and the Hirer.

The paragraph numbering here coincides with that on the Booking Form.

In consideration of the hire fee described in Clause 5, the Village Hall Committee agrees to permit the Hirer as identified in Clause 1 to use Barnham Village Hall as requested in Clause 4 for the purpose described in Clause 3 for the period(s) described in Clause 2. The details inserted in sub-clauses 1 (b) to 1 (f), 2 (a) to (d) and the answers given to the questions in sub-clauses 3 (b) to (g) and 4 (a) to (f) are terms of this agreement.

1) Person or Organisation wishing to hire Barnham Village Hall - the 'Hirer'.

- a) **Name:** Please give full name of the principle hirer who would be the relevant person for contact regarding the proposed hire and who will be present at the hall throughout the hire period.
- b) **Organisation:** If the proposed hire is on behalf of a recognised organisation, charity or company, please provide details. (If the proposed hire is for a private function leave this section blank.)
- c) **Name of Organisation's Authorised Representative:** Only complete where applicable.
- d) **Address:** Provide full address details, (including postcode), of the relevant contact person or Organisation.
- e) **Contact details:** Please provide at least two phone numbers and/or an email address.

(At the Committee's discretion, the hirer may be required to provide proof of identity and address. It would be helpful if hirers had such documentation to hand when booking in person.)

2) Date(s) of required hire.

Provision is made on the form to enable the proposed hirer to select three periods of hire if necessary. This is to allow time to prepare the hall before the event and to clear up afterwards in case it cannot all be done on the same day. Please note that the Terms and Conditions require the duration of hire to include such additional time and to ensure that the Hall is left in a satisfactory condition to avoid loss of deposit. Please use lines (a), (b) and (c) as required.

3) Event.

- a) **Description of event:** Please provide basic description of the planned event, (e.g., children's party, dance, wake, etc.) to enable calculation of appropriate hire charge.
- b) **Is the event private, community or charitable:** Please respond to enable calculation of appropriate hire charge.
- c) **Is the event open to the public:** Please respond for insurance and licensing purposes.
- d) **Is the event commercial:** Please respond to enable calculation of appropriate hire charge.

(Additional condition for use of commercial hirers.

Village Halls are usually held on strict trusts with the Charity Commission for the purposes of a Village Hall. The management committee is bound to ensure that the Village Hall is administered in accordance with those trusts. Accordingly the Committee is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by the Village Hall, the Committee shall refund to the Hirer all monies paid by the Hirer to the village hall. The Committee shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination.)

- e) **Anticipated total number of persons present:** Please respond for insurance and licensing purposes and adhere by the following maximum authorised capacities: - 150 seated in rows; 135 dancing; 100 seated at tables.
- f) **Will food be provided:** If food is to be provided ensure that the relevant Clause 3 (e) and Clauses 4 (d), (e) and (f) are annotated accordingly to enable calculation of appropriate hire charge.
- g) **Will alcohol be consumed:** If alcohol is to be consumed at the event, either purchased from a provided licensed bar, supplied by the Hirer or brought in by the attendees, please indicate.

*(The Hirer shall be responsible for organising a licensed bar if alcohol is to be served. Bar facilities are available from Paul Casson, The White Hart, High St. Tuddenham, Bury St. Edmunds, IP28 6SQ. 01638 718780 or paulandbeccasson@gmail.com
Hirers are reminded that they are responsible for the conduct of the hire if people bring their own alcoholic drinks to the event.)*

4) **Premises and facilities required.**

Please indicate which of the following will be required.

- a) **Whole of hall:** Includes main hall and bar/meeting room and includes basic use of the kitchen for the preparation of hot drinks and light snacks.
- b) **Kitchen:** If the preparation and cooking of more substantial food is required please indicate 'YES' to enable hire of more equipment and calculation of appropriate hire charge.
- c) **Bar / meeting room only:** If this is the only area required then a reduced charge is applicable. Includes basic use of the kitchen for the preparation of hot drinks and light snacks.
- d) **Cooker:** If the preparation and cooking of more substantial food is required please indicate 'YES' to enable calculation of appropriate hire charge.
- e) **Dishwasher:** If required, please indicate 'YES' to enable calculation of appropriate hire charge.
- f) **Crockery / cutlery:** If required, please indicate 'YES' to enable calculation of appropriate hire charge based on the number of attendees indicated in Clause 3 (e).

The heating of the premises is run by £1 coin meters. The meter room is accessed via the disabled toilet.

5) **Payment.**

- a) **Number of hours hall required (from 2 (d)):** Please ensure you enter the TOTAL number of hours you require the hall – including the setting-up/preparation and subsequent clearing up after the event to leave the hall clean and tidy ready for the next user.
- b) **@ £### per hour:** Hourly hire rate according to Tariff or agreed with the Hall Committee or approved representative. Full 1- or 2-day and regular Group Hire Rates are also available – please ask.
(If the Hirer is an inhabitant of Barnham, Euston or Fakenham Magna villages and the hiring is for their private use or for the benefit of a local organisation or charity then the Committee is prepared to offer them a 50% reduction in the hall or room hire fee.)
- c) **Basic hall hire fees:** Number of hours 5 (a) multiplied by Hourly Hire Rate 5 (b) £###
- d) **Cooker @ £5:** If selected at 4 (d).
- e) **Dishwasher @ £5:** If selected at 4 (e).
- f) **Crockery / cutlery £5 per 25:** Chargeable per 'place setting' for each multiple of 25 persons (or part thereof).
- g) **Total fee for hire:** Sum of 5 (c) + 5 (d) + 5 (e) + 5 (f)
- h) **Refundable security deposit:** Standard deposit is £50 but if alcohol is provided and/or consumed at the proposed event the deposit is £150. The deposit will be refunded to the hirer within 28 days of the conclusion of the hire provided that the premises are left in a clean and tidy condition and that no breach of the licence conditions or damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.
(For certain hires, the deposit may be waived at the discretion of the Hall Committee or approved representative.)
- i) **Deposit = (h) + 50% of (g):** When confirming the booking, the hirer is required to pay the security deposit, 5 (h), in full, plus 50% of the total fee for hire, 5 (g).
- j) **Balance to pay:** 21 days before the commencement of the hire, the hirer is required to pay the balance – this being the remaining 50% of the total fee for hire, 5 (g).

(If paying by cheque, please make it payable to "Barnham Village Hall and submit it not less than 28 days in advance of the hire. Where applicable, please pay the Security Deposit with a separate cheque.)

Upon the submission of this booking form, along with the appropriate deposited funds, the hirer is required to sign and date the form in the relevant places to confirm the booking and agrees to abide by the relevant Terms and Conditions pertaining to the hire.

Likewise, upon acceptance of this booking form, along with the appropriate deposited funds, the approved representative of the Village Hall Committee is required to sign and date the form in the relevant places to confirm acceptance of the booking and receipt of the appropriate deposited funds.