# Village Hall Booking Request Form

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<tr>
<th>Hirer Name:</th>
<th>Contact Details:</th>
<th>Tel:</th>
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<th>Email:</th>
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I would like to book the: * please tick against the room(s) you require*

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<tr>
<th>Sports Hall ( )</th>
<th>Balcony ( )</th>
<th>Meeting Room ( )</th>
<th>Entire Hall ( )</th>
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NOTE: Please note that exclusive use of the kitchen & other shared services can be ensured if the entire hall is hired.

From: Date………………………………… To: Date ………………………………………
Arrival time:………………………………… Departure time: ……………………………………

Expected number of people attending the function including caterers, waiters / waitresses, etc.

………………………..

Car parking requirements: Number of cars expected…………………

*Please note: All booking requests will go before the MCA committee meeting to be approved in the second week of the month. You will receive your confirmation / decline from the booking secretary.*

Our hourly rates are displayed on our notice board and are published on our website at [http://e-voice.org.uk/mellorvillagehall/](http://e-voice.org.uk/mellorvillagehall/)

Final payment must be made no later than 7 days before the hire date.

Please keep our bookings secretary informed if you need to change the details of your booking.

I have read and understand the MCA terms and conditions of hire and hall safety notices which are and integral part of this hire agreement. I am the hirer or I am authorised to sign on behalf of the hirer and agree that the hirer will fully comply with all terms and conditions.

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<th>Signature of hirer:</th>
<th>Date:</th>
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If you would like a receipt please tick this box: [ ] Receipts will be sent by email to the address you have supplied.

CANCELLATIONS: The Committee reserves the right to close or withdraw the use of the facilities without notice on reasonable grounds. These are explained in the terms and conditions. In such cases, the MCA’s liability shall be limited to refund of the hire charge.

A copy of our current terms and conditions is on the last page of this document or on the notice board, and also available on our website.
Village Hall Hire Conditions

1. Application for hire of the hall shall be made to the Mellor and District Community Association by completing an application form available in the hall or from the Bookings Secretary.

2. Payment for the hiring charge in part or in full must be made before confirming the hiring. In exceptional cases it may be necessary to consult the Village Hall Committee prior to confirming the booking and using the hall.

3. Mellor Village Hall is a public premises and as such smoking (including e-cigarettes) is not permitted in any part of the premises, or immediate surrounding areas at any time.

4. Users of the hall will be allocated a unique access code for the building. This code is valid during the pre-booked period and time specified on the booking. The user or users of the premises are responsible for the premises at all times.

5. The Hall has a burglar alarm that is activated by a code number. A code number will be allocated to all hirers, and should be used solely for the hiring for which it has been given. On leaving the Hall the Hirer is responsible for ensuring the building is in a safe condition. Upon confirmation of the departure, the alarm will be de-activated by a code number. A code number should be used for the premises only at a time when the premises are in use. The code number should be kept with the hiring party for future use.

6. The Hirer shall not use the Hall for any purpose other than that declared on the Application Form. The number of persons present inside the building shall not at any time exceed 150, being the maximum number allowed under our licence. This figure includes any organisers and staff.

7. The Hirer shall not sub-let the premises, nor use them for any unlawful purpose, nor in any unlawful way, nor bring on or leave the premises nor how use or misuse the premises or anything that may endanger the safety of the building or users of the building.

8. In addition to the normal licensing requirements there is a restriction on the sale of alcohol and Hirers may not, without prior written agreement of the Association, bring onto the premises or in the vicinity of the premises any foodstuffs which are not permitted by the Association. At the end of the hire, all hirers must ensure that the premises are left in the condition it was provided in and in a safe condition. The Hirer shall report any damage as soon as possible. The Association will take reasonable steps to ensure the premises are returned to a condition which is usual for the premises and any extra costs will be charged to the Hirer.

9. The Association reserves the right to substitute any of its own Child and Vulnerable Adult Safeguarding Policy, which is displayed on the hall notice board, and the Hirer shall be responsible for ensuring that the premises are left in the condition it was provided in and in a safe condition.

10. The Hirer shall be responsible for complying with the requirements of safety notices, and is responsible for the health and safety, child and vulnerable adult safeguarding of all persons connected with the booking.

11. The Hirer shall be responsible for obtaining any further licences that may be needed for their purposes.

12. The Association has general liability insurance and limited insurance. Hirers are advised to make sure that they should obtain their own insurance to cover any insurance activities or equipment they may encounter during their period of hire. MCA will not be liable for any loss or damage to the hirers’ property either during the course of the hiring period, or if items are stored on site for regular use.

13. The Association has licences for Performing Rights, and specified public entertainment. The Hirer shall be responsible for obtaining any further licences that may be needed for their purposes.

14. All electrical equipment owned by the MCA is subject to annual Portable Appliance Testing (PAT) by those Hirers wishing to use other electrical equipment shall be responsible for ensuring that the equipment is appropriately PAT tested. Non-PAT tested electrical equipment must not be used in the premises.

15. During the period of the Hiring, including any time allowed for setting up or clearing away, the Hirer shall be responsible for the supervision of the premises and their contents and for the behaviour of all persons attending the function, including supervision of car parking so as to ensure the construction of the highway or the blocking of the access for emergency vehicles. When different parts of the premises are being used by more than one group, the responsibility for the premises rests with the group last occupying the premises.

16. The Hirer shall indemnify the Association for the cost of repairing any damage, or for clearing up any mess, other than fair wear and tear, to the premises or their contents that may result from the Hirer’s use of the premises. If the Hirer reasonably considers that: (a) The hiring may lead to a breach of the licensing conditions or other legal requirement. (b) That unlawful or unsuitable activities will take place in the hall as a result of the hiring.

17. The noise level produced by amplifiers or other equipment shall not cause nuisance to the occupants of adjacent properties, and is only permitted if otherwise agreed the noise level after 9 pm shall be such that it is not audible in the adjacent houses with their doors and windows closed.

18. Use of outdoor sound systems, barbecues, and fireworks is not permitted.

19. The function for which the Hall has been hired shall terminate promptly at the time stated on the Booking Form (although reasonable time shall be allowed for clearing away) and in no case shall exceed the permitted hours shown on our Premises Licence, which is displayed on our notice board. The Hirer shall take all reasonable steps to ensure that the function leave the premises quickly and without causing annoyance to the occupants of the surrounding houses.

20. Furniture and other equipment shall be removed from the premises at the conclusion of the hiring as it was found. Crockery and other catering equipment shall be washed and returned to storage before vacating the premises.

21. Users are encouraged to separate their waste and to use the bins outside for their waste if practical. Otherwise all waste should be placed in the bins provided inside the Hall (bagged as necessary). Rubbish must not be left in the Hall. Any informal refreshments will be disposed of. Any informal refreshments will be disposed of. Any informal refreshments will be disposed of. Any informal refreshments will be disposed of. Any informal refreshments will be disposed of. Any informal refreshments will be disposed of. Any informal refreshments will be disposed of.

22. Equipment belonging to or loaned to the Hirer shall not be left in the Hall prior to, or after, the period of hire. Surplus goods from jumble sales or similar events shall be removed from the premises at the conclusion of the hiring.

23. If you wish to cancel your booking and the booking Secretary is unable to find a replacement booking, the question of the payment or the repayment of the hire charges shall be at the discretion of the Village Hall Committee.

The Village Hall Committee reserve the right to cancel a booking by written notice to the hirer if a special event is taking place or to clear the premises at the discretion of the Village Hall Committee.

24. If the Hirer cancels or fails to take up a confirmed hiring the Association reserve the right to demand full payment of the hiring charge. This right will not be exercised if notice of cancellation is received not later than four weeks before the date of the function.

25. The responsibility for kitchen hygiene and complying with good hygiene regulations lies with the Hirer.

26. All comments regarding the state of the hall should be directed in the first instance to the Bookings Secretary.

27. Signing the Application form is an acknowledgement that you accept these conditions. Where the Hirer is in doubt as to the meaning of any of the conditions further explanation should be requested before signing the Application Form.

NB. These Conditions of Hire supersede all previous editions which should now be disposed of. Any informal arrangements previously entered into will no longer be operable where such arrangements fall outside these conditions.