



DUNTISBOURNE ABBOTS VILLAGE HALL BOOKING FORM AND HIRE AGREEMENT

THIS HIRE AGREEMENT is made between: (1) The Duntisbourne Abbots Village Hall Management Committee of Trustees ("DAVH") and, (2) the person or organisation named below ("Hirer"). In consideration of the total hire fee, as described below, the DAVH agrees to permit the Hirer to use the premises as described for the purpose and the period(s) described below. This Hire Agreement includes the annexed Standard Conditions of Hire as displayed on the website www.e-voice.org.uk/theduntisbournes/village-hall - a paper copy of which is also provided on the Village Hall Notice Board.

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|--|----------------|
| Hirer: | |
| Hirers Name: | |
| Organisation Name (where applicable): | |
| Name of Organisation's authorised representative (where applicable): | |
| Address: | |
| | Post Code: |
| Telephone Number: | Mobile Number: |
| Email: | |

HIRING: Please circle facilities/equipment required:

Village Hall Premises and Equipment - In-Situ

Use of Village Hall Equipment - Off-Site

- | | |
|---|--|
| <ul style="list-style-type: none">• Crockery and Utensils• Glasses• Trestle Tables and Plastic Chairs | <ul style="list-style-type: none">• Main Hall Upholstered Chairs• Main Hall Rectangular Tables• Main Hall Round Tables |
|---|--|

PURPOSE/DESCRIPTION OF HIRING: Please circle or insert purpose/description of hiring:

Meeting / Party / Wedding / Child's Party / Funeral Reception / Drinks Reception

Other (insert) _____

(Failure to disclose the true purpose of the hire may forfeit the booking and the hire fee).

Is this a Public or Private event?

PUBLIC / PRIVATE (please circle)

Is this for Commercial use?

YES / NO (please circle)

Approximate number of people attending event (**MAXIMUM CAPACITY = 75**): _____

LICENSABLE ACTIVITIES:

The Village Hall does not have a Premises Licence authorising regulated entertainment, the sale/supply of alcohol or other licensable activities. In order to hold a licensable activity on the premises (**if required**) you **must** speak to the Booking Secretary as soon as possible as a Temporary Event Notice (TEN) will need to be applied for and granted by the local Licensing Authority (Cotswold District Council) – **this is the responsibility of the Hirer**. It should be noted that TENs must be submitted to CDC at least 10 working days in advance of any planned event (together with a fee of £21) for which a TEN is required. If you are in any doubt as to whether your event is licensable, and thus requires a TEN, then the **Hirer** should speak to the local licencing authority at CDC – Tel: 01285 623000 or <http://www.cotswold.gov.uk/business/licences-permits/>

Further, it should be noted that DAVH does not hold a licence with the Performing Right Society (PRS) for the performance or playing of copyrighted music, nor a licence with the Phonographic Performance Limited (PPL) for the playing of recorded music. If music is to be played or performed in the course of any hire then a licence is required.

PERIOD(S) OF HIRE REQUIRED:

| | | |
|------------------------------|-------------|--------------------------------------|
| Date(s): | Start Time: | Finish Time: (Not after Midnight) |
| Total Hours Required: | | |

HEALTH AND SAFETY

Health and Safety (H&S) is everybody's responsibility – not least the Hirers. The Hirer must read and comply with the Village Hall's 'H&S General Statement of Policy' as well as the Village Hall's 'Basic H&S Assessment' – both of which can be found posted on the main Notice Board within the Hall. All those who use, operate, work or visit the Village Hall are required to recognise that there is a duty on them to: comply with the policies and practices set out by the Village Hall Trustees; conform with all safety requirements set out either directly or indirectly in the Hire Agreement; comply with safety notices on the premises; accept their individual responsibility to be vigilant and do everything they can to prevent injury to themselves or others and ensure that persons are not exposed to unacceptable risk to their health, safety and welfare. Should the Hirer's proposed activity not be adequately covered by the Village Hall's 'Basic H&S Assessment' then the Hirer must complete their own H&S Assessment relating directly to the activity they intend to carry out and submit a copy of this to the Booking Secretary at the time of Booking.

HIRE FEES: (see "Hire Fees" information sheet on the website or view a hard copy on the DAVH Notice Board)

Use of the Village Hall Premises and Equipment (In-Situ)

Main Hall Local Resident Session Rate @ £_____ per session equals a Hire Fee of: £ _____
Main Hall Non Resident Session Rate @ £_____ per session equals a Hire Fee of: £ _____
Main Hall additional hour(s) fee of _____ hours @ £_____ per hour equals a Hire Fee of: £ _____
Main Hall Deposit required (if any): £ _____
Main Hall **TOTAL** Hire Fee of: £ _____

Use of the Village Hall Equipment Off-Site

Separate hire of crockery and utensils: £ _____
Separate hire of glasses: £ _____
Separate hire of trestle tables and plastic chairs: £ _____
Separate hire of upholstered chairs: £ _____
Separate hire of rectangular tables: £ _____
Separate hire of round tables: £ _____
Separate hire of trestle tables and plastic chairs: £ _____
Deposit required (if any): £ _____
TOTAL Hire Fee: £ _____

The hire fee is to be **paid in full** at the time of booking. **Note: use of DAVH equipment off-site is charged by the day.**

BOOKING DEPOSIT AND CANCELATIONS:

A Booking Deposit of £250 is payable by 'Non-Residents' at the time of booking – the Booking Secretary does have some discretion on this point which allows for the exact nature of a particular booking (eg Funeral) and its duration etc. For certain types of events/activities/functions the Management Committee also reserves the right to charge 'Local Residents' a booking deposit. Any deposit paid will be banked at the time of payment but will be refunded within 21 days of the termination of the hire period - providing there has been no damage, loss or contravention of the Standard Terms & Conditions of Hire. Any cancellation made less than 14 days before any booking will be charged at 50% of the full hire charge. Cancellations of any booking made 7 days or less before the booking will be charged at the FULL cost of the booking. Cancellations made 14 days or more before a booking will result in the full reimbursement of any money paid.

HALL CAPACITY:

The Hirer agrees not to exceed the **maximum** prescribed number for people attending functions as laid down in the Standard Terms and Conditions of Hire (75) annexed to this Booking Form and Hire Agreement. The Hirer also agrees to ensure that the numbers attending any particular type of function/event/activity are kept within a safe tolerance to allow for the rapid and unimpeded evacuation of the Hall in the event of an emergency developing.

PUBLIC LIABILITY INSURANCE:

Subject to prior agreement by the DAVH (as policyholder) public liability insurance is available to charitable organisations, not-for-profit groups and individuals using DAVH premises when hired or loaned to them. Provision of such public liability insurance cover is **not** automatic and Hirers' **must formally apply** for such cover and receive formal notification of acceptance from the Booking Secretary. If cover is sought Hirers' should, prior to application, first read: the Standard Conditions of Hire; Hirers' Public Liability Summary of Cover; and Hirers' Public Liability Extension.

USE OF KITCHEN:

As currently configured, the Kitchen is only intended for use as a servery for the serving of foodstuffs prepared off-site.

SIGNATURES:

The Hirer undertakes to be present (or in the case of an Organisation to be represented by its authorised representative if appropriate) and exercise due control during the entire hire period and to comply fully with this Hire Agreement.

It is hereby agreed that the Standard Terms & Conditions of Hire together with any additional conditions deemed necessary by the DAVH Management Committee shall form part of the terms of this Hire Agreement unless specifically excluded in writing between the DAVH and the Hirer.

The Hirer or their duly authorised Organisation representative (where applicable) agrees that they have read, understand and will comply with the Safety Information for Hirers information sheet as displayed on the DAVH website www.e-voice.org.uk/theduntisbournes/village-hall - a paper copy of which is also provided on the Village Hall Notice Board.

Signed by the Hirer or their duly authorised Organisation representative (where applicable): _____ Date: _____

Signed by the DAVH duly authorised Management Committee representative: _____ Date: _____

Please **sign and return** this form together with a cheque in respect of full payment of the booking fee (made payable to the 'Duntisbourne Abbots Village Hall') plus payment of any deposit due or requested and place it in the Post Box located in the Village Hall Porch.