

Casterton Village Hall Booking Form

Letting Charges 2018/19

Local & Charity Events Rate £ 8.00 per hour

Commercial Rate £ 15.00 per hour

These charges include the use of the hall, kitchen & toilets, and all heating and lighting. There is now free internet access in the Hall and the password is on the notice board in the entrance. There is a key safe by the front door and the secretary will provide the code on confirmation of your booking.'

Conditions of Hire

- * Hirers must be over 18 years of age
- * Bookings are for a minimum of 1-hour period and must be paid for in advance
- * Bookings can only be made by and at the discretion the secretary:
Enid Hastings Tel No 015242 71056 E-mail:enid.hastings@gmail.com
- * Provisional bookings will be held for 7 days
- * There is a NO SMOKING policy on the premises
- * Exit routes are clearly signed and must be kept free from obstruction and immediately available for instant public exit. It is the hirer's responsibility to familiarise themselves with the location of exits and extinguishers and to ensure that fire exits lights are switches on whilst the hall is occupied.
- * Any organisation or individual who books regularly in advance, for a minimum of 10 sessions will qualify for a 10% discount on the hourly rate.

The Hirer/s undertake:

- * To use and occupy the premises only for the agreed purpose and duration as shown above & not to do anything in or upon the premises, which will invalidate the insurance policy, effected by the Management Trustees
- * Not to allow smoking or the sale of alcohol without a licence, on the premises (raffles permitted) and to leave the premises in a clean and tidy condition and to remove all rubbish from the premises.
- * To notify the Management Trustees immediately of any damage, however caused and take responsibility for the replacement or repair of any furniture, fittings, crockery or equipment damaged during the use of the hall or any damage caused to the premises.

* If the booking is for youth work the HIRER/S hereby confirm that they are familiar with the Home Office Code of Practice 'Safe from Harm' have an understanding of it and undertake to follow it in relation to work with children and young people under the age of 16 years.

It is agreed as follows:

The Premises will be hired to.....

Between the hours of.....and..... on/...../.....

Between the hours of.....and..... on/...../.....

Between the hours of.....and..... on/...../.....

The outstanding amount payable is: - £.....

Signed on behalf of the HIRER/S.....Date...../...../.....
(Person signing must be over 18yrs of age)

Name of Group.....

HIRER/S Name.....

Address.....

.....

Tel No

E-mail address.....

Signed on behalf of the Managing Trustees of Casterton Village Hall

Date...../...../.....