

# BOOKING APPLICATION FORM

The agreement on this form is designed to be as straightforward as possible. It explains the facilities that we offer and sets out the Hirer's responsibilities.

THE HIRER	
NAME:	
ADDRESS:	
TELEPHONE / MOBILE:	
EMAIL:	

PERIOD OF HIRE						
DATE:						
HOURS:	From:		am/pm	To:		am/pm

AREA OF HALL TO BE HIRED	
WHOLE HALL	
MEDIEVAL ROOM ONLY	
MAIN HALL ONLY	

\*\*Please tick as appropriate

PURPOSE OF HIRE

1. **THE KEY:** Unless otherwise arranged, the Village Hall key (which operates both the front and back doors of the Main Hall) will be passed to the Hirer on the day and time that the hall is required. The key should be returned to the Booking Secretary, once the Hall has been cleared and tidied up.
  
2. **STANDARD CONDITIONS:** In order to comply with the Law, Insurance and/or Wiltshire Council requirements, the Hirer must:
  - Be responsible for the supervision of the premises, all fixtures and fittings (their care and safe use), and the behaviour of the all the people using the Hall during the letting period. Sub-letting is not permitted;
  - Not allow the use of the premises for any unlawful purpose, or for any activity which could render the Hall Insurance policy invalid. The Hall holds a licence allowing alcohol to be consumed on the premises by following a simple procedure (please ask for details);
  - Ensure that emergency exits are kept clear and free from debris at all times. Users of the Hall must be made aware of the location of the emergency exits at the start of any meeting or event. In the event that the Hall is evacuated, the assembly point will be the Hall car park. Details of the fire equipment and its operation can be found in the Health and Safety file located in the servery;
  - Ensure that relevant food and hygiene regulations are observed and that any contractors supplying food or drink are aware of their responsibilities;
  - Ensure that any electrical appliances brought onto the premises are safe, used properly and in good working order;
  - Accept responsibility for any damages or breakages occurring as a result on the Hiring. In certain cases, the Hirer may be asked to lodge a deposit of £100 (against a signed receipt). This will be refunded in full if there is no additional cleaning, repair or replacement work required. If such work is required, the balance will be returned after the cost of any remedial work has been deducted;
  - Enter details of any accident, including details of treatment give, in the accident book kept with the First Aid Box;
  - Leave the premises clean and tidy (with crockery and cutlery washed up).

**SIGNED FOR THE COMMITTEE:**

**SIGNED FOR THE HIRER:**

.....

.....

**DATE:** .....

**DATE:** .....

(to be over 18 years of age)

The Booking Secretary's Contact Details:

**Telephone:** 01747 830143

**Email:** eastknoglevh@btinternet.com

# HIRE CHARGES

HIRER	MAIN HALL	MEDIEVAL ROOM	WHOLE HALL	NOTES
	Per hour			
Non-East Knoyle Residents	£15.00	£13.00	£28.00	
East Knoyle Residents	£11.00	£10.00	£21.00	
Special Event (wedding reception etc.) - see note below	East Knoyle Residents		£550.00	Non-refundable deposit of £150.00 becomes due at time of booking.
	Non-East Knoyle Residents		£600.00	
Wine Glasses (175ml x 94)	Free of charge - included in hire charges		Breakages £1.50 per glass	
Beer Glasses & Tumblers	Free of charge - included in hire charges		Breakages £1.00 per glass	
Cutlery (up to 80 place settings)	Free of charge - included in hire charges		Missing items, £1.00 per item	
Crockery (up to 80 place settings)	Free of charge - included in hire charges		Breakages £1.50 per item	

- ❖ A 2 hour minimum charge applies. At least 1 weeks' notice of cancellation must be given (in writing) or full payment becomes due unless another let is found.
- ❖ 'Special event' - in the event that the hall is hired for 'special event' such as a wedding reception etc, the hirer will have access and exclusive use of the hall for 2 full days until lunchtime on the 3<sup>rd</sup> day i.e. from 0900 on Friday until 1200 on Sunday.
- ❖ A discount may apply to regular lets.
- ❖ A non-refundable deposit of £10 (with the exception of weddings - see note above) becomes due at the time of booking.

Payment options are: cash, cheque (made payable to 'East Knoyle Village Hall') or BACS transfer. BACS payments should be paid to:

Account Name: East Knoyle Village Hall Committee  
 Sort Code: 40-41-01  
 Account: 00322067

- ❖ The Main Hall has disabled access, and is fitted with a hearing loop.
- ❖ If alcohol is to be sold, an 'Alcohol Licence Form' must be completed and returned.
- ❖ **PLEASE NOTE: THE HALL IS UNABLE TO ACCEPT ANY WASTE/RUBBISH THEREFORE ALL ITEMS SUCH AS WASTE, BOTTLES & CARDBOARD MUST BE DISPOSED OF BY THE HIREE**