

Husthwaite Village Hall

Husthwaite Village Hall is a registered charity (Number 1013186)
The Nookin, Husthwaite, North Yorkshire YO61 4PY
website www.husthwaitevillage.com

HUSTHWAITE VILLAGE HALL BOOKING FORM/HIRE AGREEMENT

NAME AND ADDRESS OF HIRER:

CONTACT TELEPHONE NUMBER(S) AND EMAIL ADDRESS

NAME OF ORGANISATION (IF ANY):

DATE(S) REQUIRED (PLEASE STATE IF THIS IS A REGULAR BOOKING):

ROOMS AND TIME REQUIRED (Please note that all bookings must finish by 12 midnight)

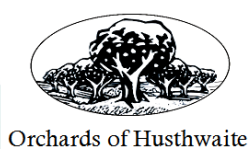
Room	From	To

PURPOSE OF BOOKING (PLEASE STATE IF FOR PRIVATE OR PUBLIC USE, NATURE OF EVENT AND ANTICIPATED NUMBER OF ATTENDEES):

WILL ALCOHOL BE AVAILABLE AT YOUR EVENT (Please delete as appropriate): YES/NO

DO YOU REQUIRE A STAFFED BAR (Please delete as appropriate): YES/NO

A charge will be levied and agreed for the provision of volunteers to run a licenced bar. Charge will be dependent on scale of event (number of volunteers) and range of drinks requested, including a minimum fee for any drinks that cannot be put back into general stocks (eg. Kegged Beer).



The co-operative membership



Note: if alcohol is to be made available, you must discuss licensing arrangements with the Booking Secretary prior to your event.

HIRE FEE:

See www.husthwaitevillage.com for rates. All hire fees must be paid before or at the commencement of the period of hire. A deposit of 50% of the hire fee is required, payable at the time of booking, for single event bookings. Cheques to be made payable to **"Husthwaite Village Hall"** or by bank transfer to: **Barclay's Bank, Chapel St, Easingwold, YO61 3AE. Account Number: 80500615 and Sort Code: 20-99-56**


An additional security deposit may be required, payable in advance, at the discretion of the Village Hall Committee. This will be refunded in full within 28 days after the period of hire provided no damage or loss caused to the Village Hall and no complaints received about the hirer's use of the Village Hall.

PLEASE SIGN TO CONFIRM YOUR AGREEMENT TO THE STANDARD TERMS AND CONDITIONS OF HIRE (ATTACHED). A COPY SIGNED ON BEHALF OF THE VILLAGE HALL COMMITTEE WILL BE RETURNED TO YOU TO CONFIRM THE BOOKING.

Signed:

Dated:

Signed on behalf of the Village Hall Committee:



Dated:

PLEASE NOTE THAT ALL BOOKINGS ARE AT ABSOLUTE DISCRETION OF THE VILLAGE HALL COMMITTEE. SPECIAL CONDITIONS MAY BE APPLIED TO ANY BOOKING AS THE VILLAGE HALL COMMITTEE CONSIDERS REASONABLE.

CONFIRMED BOOKINGS MAY BE CANCELLED IN CERTAIN CIRCUMSTANCES - PLEASE REFER TO THE TERMS AND CONDITIONS FOR DETAILS.

PLEASE RETURN FORMS TO THE BOOKINGS OFFICER:

Sheila Mowatt at hallbookings@husthwaitevillage.com or at The Old Coach House, Husthwaite, York, YO61 4PB

Any queries, please email above address or call Sheila on 01347 868196

HUSTHWAITE VILLAGE HALL HIRE – TERMS AND CONDITIONS

1. The Hirer will, during the period of hiring, be responsible for the supervision of the premises and the immediate surroundings, the fabric and the contents and for the supervision of all persons using the Village Hall, including supervision of the car parking arrangements so as to avoid obstruction to the highway.
2. The Hirer will be liable for and indemnify the Village Hall Committee against i) the cost of repair of any damage done to any part of the Village Hall or its contents and ii) all claims made against the Village Hall Committee arising out of the Hirer's use of the Village Hall.
3. The Hirer will not allow the maximum number of people per room including the organisers/performers to exceed the following limits:

Main hall	120 standing or seated in rows 108 seated at tables
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4. The Hirer will ensure that any licence required for an event/activity has been obtained and complied with. If relevant, the Hirer agrees to comply with all of the conditions imposed by the Village Hall's Premises Licence. In particular, the Hirer agrees to abide by the time restrictions for licensable activities which are as follows:

Activity	Times for which the activity is licensed	Notes
The performance of plays	Monday to Sunday 08:00 - 23.00	
The exhibition of films	Monday to Sunday 08:00 - 23.00	Admission of under 18's to be restricted in accordance with British Board of Film Classification.
The performance of live music	Monday to Sunday 08:00 - 23.00	Finish time is 23.30 on Fridays and Saturdays.
f. The playing of recorded music	Monday to Sunday 08:00 - 23.00	Finish time is 23.30 on Fridays and Saturdays.
m. The sale of alcohol	Every Day 08:00 -22.45	Extended to 23.15 on Fridays and Saturdays. Note – need to enforce u18 policy and other restrictions.

5. The Hirer will only use the Village Hall for the event/activity described in the Hire agreement and will not use the premises for any unlawful purpose.
6. The Hirer shall ensure that nothing is done on or in relation to the Village Hall in contravention of the law relating to gaming, betting and lotteries.
7. The Hirer will read and follow all notices relating to fire safety in the Village Hall and will ensure the following:
 - All fire exits are unlocked and all escape routes are free of obstruction
 - No fire doors are wedged open.
 - Exit signs are illuminated.
 - There are no obvious fire hazards on the premises.

8. The Hirer will not bring to and use in the Village Hall any electrical appliances without the express permission of the Village Hall Committee.
9. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
10. The Hirer will immediately record any accident or injury, however slight, in an Accident Report Form (available in the Village Hall User File) and return this to the Village Hall Committee.
11. The Hirer shall, if selling goods at the Village Hall, comply with Fair Trading Laws and any code of practice used in connection with such sales.
12. The Hirer shall ensure that the prohibition on smoking in the Village Hall is complied with.
13. The Hirer shall ensure that the minimum of noise possible is made on arrival and departure, particularly late at night and early in the morning.
14. No alterations or additions are to be made to the Village Hall and nothing is to be attached to the walls or any other part without express permission of the Village Hall Committee.
15. No stiletto heels are to be worn in the main hall.
16. The Hirer will use electricity, water and heating only as necessary and will also make use of the recycling bins as appropriate.
17. The Hirer shall be responsible for leaving the Village Hall and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. All electrical appliances are to be turned off (except the fridge) and all taps to be turned off.
18. If the Hirer wishes to cancel the booking within 7 days of the period of hire and the Village Hall Committee is unable to conclude a replacement booking, the 50% deposit paid at time of the booking will not be repayable.
19. The Hirer familiarise themselves with the User Guide which will be given to them with the key and will comply with all instructions in that Guide. The Hirer will also follow any additional instructions given by notice in the Village Hall and/or by any Committee Member.
20. The Village Hall Committee reserves the right to cancel this hiring in the event of:
 - (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
 - (b) the Village Hall Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
 - (c) the premises becoming unfit for the use intended by the Hirer
 - (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.