

# BOOKING FORM

Complete sections A, to F on page 1, sign the form on page 2 and then return it to:  
Whiston Village Hall Booking Secretary, Leys Cottage, Whiston, ST10 2JE Tel: 07486 554595.

**A. Your details – Please tell us about yourself and how we may contact you**

<b>Hirer</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Email</b>	

**B. Your Booking - Please tell us when you need the hall and a little bit about the event you are organizing**

<b>Type of event</b>		<b>Number of guests</b>	
<b>Date of Event</b>		<b>Start Time</b>	<b>Finish Time</b>

**C. The equipment/facilities you require**

<b>Main Hall</b>	YES / NO	<b>Meeting Room</b>	YES / NO
<b>Stage</b>	YES / NO	<b>Kitchen</b>	YES / NO
<b>Bar Service – The venue is a licensed premises. You may only consume alcohol on the premises that has been supplied by the licensee – The Drop Inn Bar.</b> I/we intend to allow the consumption of alcohol during the hiring and undertake to confirm the necessary arrangements with the premises licensee (The Drop Inn Bar).			YES / NO

**D. Any Other Special Conditions / Requirements**

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**E. HIRE CHARGES - All Cheques should be made payable to WHISTON VILLAGE HALL COMMITTEE**

Charge	Total	Deposit (50%)
Hall Hire	£	£
Meeting Room Hire	£	£
Refundable damages bond (see also F below)	£	

**F. NAME REQUIRED ON CHEQUE USED TO REFUND DAMAGES BOND .....**

# **WHISTON VILLAGE HALL - BOOKING CONDITIONS**

1. The hiring is not confirmed until a properly completed form, with non-refundable deposit (50% of hire fee), is received. The balance is due and payable at least two weeks before the hiring, otherwise it will be automatically cancelled without further notice.
2. The hirer must be aged 18 years or over.
3. Only alcohol supplied by the premises licensee may be consumed on the premises
4. Following Police advice and in order for us to comply with legislation requiring us to ensure the safety of young people (and others) we do not normally allow parties for youngsters under 25 (Challenge 25) to take place. In exceptional circumstances, where strict management procedures are in place and the party is authorised by our Designated Premises Supervisor (DPS) then exceptions can be made. The safety of young people is of vital importance to us
5. The hall is licensed for Public Entertainment.
6. The committee provides such fire precautions as required by legislation and hirers should make themselves familiar with these and the means of escape. The hirer will further maintain clear access to all 'means of escape' and disabled facilities. The hirer is responsible for the provision of any necessary First Aid requirements.
7. The refundable deposit will be returned in full subject to all hiring conditions being complied with, and after inspection.
8. The hirer may not, in any circumstances, sub-let this hiring and undertakes to be present throughout.
9. This hiring is accepted on the strict understanding that the hall will not be used for any unlawful act, indecent behaviour or in a manner likely to cause offence to local residents.
10. The hirer will be held completely responsible for any damage to the premises, including car-park and surrounding land, howsoever committed during, or as a result of, the hiring.
11. The committee does not accept any responsibility, however caused, for the loss or damage of any property belonging to either the hirer or any their guests, caterers, etc.
12. No unauthorised heating/cooking equipment shall be used or any temporary structures/decorations erected which constitute a safety or fire risk.
13. It is agreed the hirer will leave the hall and its surroundings in a clean and tidy state (rubbish and recycling bins are provided at the rear). Tables and chairs in the main hall should be wiped clean and stacked as found. The meeting room should be left as it was found. All doors and windows should be closed, properly secured and the premises locked on departure (the keys being returned promptly).
14. The premises should be vacated within ONE hour of the agreed time or an additional charge will be levied. This includes the removal of all food, ancillary equipment and temporary decorations.
15. Where the hiring is for a party, or similar, of young persons the hirer will provide adequate attendants to supervise their behaviour both within the hall & its immediate surroundings to ensure the proceedings occur in an orderly & lawful manner.
16. The committee reserves the right to enter the premises at any time to ensure compliance with these conditions and to require immediate cancellation/vacation (without refund) if not.
17. Hirers' attention is drawn to the importance of recording accidents/incidents. An Accident Book is provided at the bar and should be completed as and when necessary.

The Committee especially draws the hirer's attention to the conditions concerning damage and proper behaviour.

I/we the under-signed fully understand and agree to the conditions stipulated in this agreement, and any relevant legislation.

HIRER'S SIGNATURE: .....DATED: .....

FULL NAME: Mr / Mrs. / Miss / Ms. ....