

Authority is hereby given for the Village Hall to be used for the following:

Type of function/activity

Date of booking

From (include set-up time)

To (include clear-up time)

Name of person responsible for the function

Address (and postcode)

Email address

Mobile number

Landline

Booking Charges and the Terms & Conditions of Hire can be found on: www.harringworth.org

Specific Conditions of Hire

I hereby agree to the following conditions:

1. To use the Hall only during the dates and times specified above. These times include set-up and break down times. By prior agreement with the Booking Secretary an extension to clear up time may be given for a large function.
2. To ensure that the Hall, its contents and condition are restored to the state in which they were found. This includes sweeping the main hall floor and ensuring that all rubbish and other items are cleared from both within the Hall and from the immediate outside area at the end of the function, or at the latest within 24 hours of the end of the function (if agreed in advance, with the Booking Secretary). If the kitchen is used, surfaces should be wiped down, oven cleaned and the kitchen floor washed. Any tablecloths and tea towels used should be washed and returned within three days.
3. To safeguard the property of the Hall, report to the Booking Secretary any breakages/damage that may occur and to pay for any repairs and replacement of broken equipment.
4. To pay the Booking Secretary or the Treasurer to the Trustees the appropriate fee for the use of the Hall.
5. To advise any village residents, residing in the immediate vicinity of the Hall, of any inconvenience that they may expect due to the function, e.g. loud music.
6. To apply for any necessary Licence (TEN,s) for the sales of alcohol during the function and to advise the Booking Secretary if a Licence has been given for the function.
7. If preparing food, please ensure compliance with food hygiene regulations. The Trustees take the view that it is the responsibility of the hirer to ensure compliance; items have been provided with colour codes appropriately for your use.
8. The hirer must ensure children are accompanied by a responsible adult. Ahead of signing the Booking Form any Organisations with an event where children attend should have a Safeguarding Policy in place.
9. To ensure the reasonable behaviour of all persons attending the Hall and depart quietly giving consideration to others.
10. To advise all users of the location of Fire Exits and Equipment and keep each exit free from obstruction.
11. At the end of the booking ensure the water heater; lights and heating are all turned off and doors locked.

Please note:

- The License granted by East Northants Council limits the Hall to a maximum of 100 people at any time, (for a seated event there are chairs and crockery for a maximum of 80 people).
- The Village Hall may be used from 9.00am to 11.00pm daily (out by midnight). This may be extended subject to application and approval, or where the Justices have extended a liquor license.
- A cleaning Service is available for a basic charge of £35 and must be confirmed at the time of booking.
- An invoice will be issued on the booked date together with the Hall key; arrangements should be made to collect the key from address below, unless otherwise agreed.

I have read and agree to the Terms & Conditions of Hire of Harringworth Village Hall:

Name

Signature

Date

Agreed booking fee (to be completed by the Booking Secretary)

Equipment charge

Cleaning fee

Hire fee

Deposit