

Rainworth Village Hall

Application for hire of accommodation

Full Name (please print) E-mail

Full Address

Phone (day) (evening) (mobile)

Day and date of proposed hire **Fromam/pm to am/pm**

Precise purpose of hire

(No booking will be accepted without this information)

(sorry, no 16th or 18th Birthday party bookings accepted)

Numbers expected to attend

.....

	NON COMMERCIAL	COMMERCIAL	No of Hours	Cost £
Main Hall	[] £13.00 per hour	[] £26.00 per hour <i>Sat £32.00 per hour</i>		
Main Hall with stage	[] £16.00 per hour <i>Sat £18.00 per hour</i>	n/a		
Main Hall with stage and side stage room	[] £20.00 per hour <i>Sat £24.00 per hour</i>	n/a		
Regent Room	[] £8.00 per hour	[] £16.00 per hour		
Side Stage meeting room	[] £8.00 per hour	[] £16.00 per hour		
Stage (for use as meeting room)	[] £8.00 per hour	[] £16.00 per hour		
Full Stage <i>(inc lighting and PA) for performances etc)</i>	n/a	<i>Price on application</i>		
Hot Kitchen	[] £50.00 per day	[] £100.00 per day		
Hot Kitchen <i>(used as a cold kitchen only)</i>	[] £25.00 per day	[] £50.00 per day		
Crockery and Cutlery Hire	[] £20.00 per day	[] £20.00 per day		
Children's Party Special with Bouncy Castle	[] 2½ hours £50.00	n/a		
Bar Facilities (Hall Charge)	[] £6.00 per hour of bar booking	[] £6.00 per hour of bar booking		
TOTAL HIRE CHARGES	} See condition 5 overleaf			
Deposit Paid				
Surety Due				£50 / £100
Balance due				

Please note that a £50.00 surety deposit will be charged for all non commercial bookings (£100.00 for commercial bookings). This surety will be returnable (less any deduction for damages) after the booking has been completed less any charges for damage, over-running and/or excessive cleaning. If the booking charges is less than £50.00 then the full charge should be paid on booking (in this case the surety will also be due no less than 28 days before the event).

Bar Information (if booked)

Bar to open at and close at *(the bar will normally close at 11:30pm unless otherwise agreed)*

If you bringing any wines etc for toasts please see [Booking Condition 15](#) and tick here []

I confirm that I have read and accepted the Booking conditions

Signed by Hirer Date

Rainworth Village Hall

Kirklington Road, Rainworth, Mansfield, Nottinghamshire, NG21 0JZ

Tel: 01623490382

www.rainworth-village-hall.co.uk

CONDITIONS OF HIRE

(amended January 2008)

- These conditions of hire refer to all those who are occasional users of the Rainworth Village Hall.
- A commercial booking is defined as one where there are goods for sale, where a commercial service is being offered, where any other form of business activity is taking place, where the event has been publicly advertised or whenever a charge for admission is made.**
- All applications for the hire of the Hall must be in writing on the printed Booking Form supplied or on the form on the Website and must be forwarded on completion to the Booking Manager. The Booking Form must state the activities proposed for the period of hire. No variation on these stated activities may be made without the written agreement of the Bookings Manager.
- The person by whom the application form is signed shall be considered to be the Hirer who will be personally responsible for all persons attending the booking, whether invited or not, complying with these conditions.**

The Hirer must be a named adult person aged at least 18 and should be on the premises during the whole time of the letting but if the Hirer is not present at any time during the booking he will remain liable for any breach of these booking conditions.

It is the responsibility of the Hirer to effect whatsoever insurance he feels necessary to cover his liabilities for the duration of the hiring.
- A non-refundable deposit of **£50.00** (or the full booking charge if less) must be paid at the time of booking and no booking will be considered made until such payment has been made.

The balance of the hiring fee plus a refundable Security Bond of £50.00 for a non commercial booking or £100.00 for a commercial booking (or as otherwise determined by the Hall Committee) is to be paid before 28 days prior to the date of hire otherwise the booking will be considered cancelled. (No reminder will be issued) Any bookings made within 14 days of the date of hire shall be paid for in full by cash at the time of booking.
- If the booking is cancelled less than 4 weeks before the date of the hiring booked, the full booking fee becomes due and payable unless the Hall Committee is able to re-hire the Hall for the same period at the same rate of hire to be paid by the Hirer.
- The Hirer shall at the end of the period of the hiring leave the Hall promptly and in a clean and orderly state. If the Hirer is late in vacating the Hall then a further hire fee is due for the period of overstay calculated to the next half hour at the booked rate for the room concerned. This will be deducted from the Security Bond before return.

All debris resulting from any activity during the hire period (food, litter, etc) must be removed as instructed before leaving or at such time as agreed with the Booking Manager in writing. Failure to do this will cause the whole or part of the Security Bond referred to above to be forfeit at the discretion of the Hall Committee.

If the Hall is not left in a clean and orderly state then there is a further cleaning fee payable of £10.00 per man hour
- The Hall is a no smoking area** – an area outside has been set apart as a designated smoking area.

It is the Hirer's responsibility to enforce this and the Hirer shall indemnify the Hall Committee for any fine or charge levied in the event of any breach of any anti-smoking legislation.
- To comply with our premises license the Fire Doors must NOT be opened under any circumstances except in emergencies.** Contravention of this condition may result in the booking be terminated immediately as it puts the Hall in breach of its license,
- Suitable footwear must be worn in the Hall at all times. Soft footwear with non marking soles should be worn for sporting activities. Bare feet are permitted but the Hall Committee cannot be held responsible for any infection or foot damage caused otherwise than by its negligence. Damage caused by the use of inappropriate footwear is chargeable to the Hirer. "Heelies", roller skates and roller blades are not permitted within the hall at any time
- Any chairs, tables or other equipment moved by the Hirer during the period of hire must be returned to their normal positions at the end of the hire period.
- The Hirer shall not sub-let the Hall or any part thereof.
- The booking of any one part of the Hall does not preclude the Hall Committee accepting a booking for any other part of the Hall at the same time.

The Hirer therefore undertakes not to disturb or interfere with any other booking taking place at the same time
- The hire of the Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall is hired unless prior arrangements have been made with the Hall Committee.
- No excisable liquor shall be sold or dispensed in the Village Hall other than from the Village Hall Bar.**

If, however, the Hirer proposes to bring any wine etc for toasts to the booking, even if the Licensed Bar is not required, then he must advise the Hall Committee in writing. It should be noted that the Bar will impose a corkage charge per bottle for wine etc. Beer and Spirits must not be brought in by hirers or guests under any circumstances.
- No drinks shall be taken out of the Hall under any circumstances.

The Bar will close before 11.00pm unless by prior agreement in writing with the Bookings Manager. The Hall and Car Park will be clear of guests etc by midnight.

If any alcohol is brought onto the premises when the Bar has not been ordered or it has not been so advised on the Booking Form then the Hall will terminate the booking immediately and the Security Bond be totally forfeit.
- All the conditions attached to the licenses for the Hall shall be duly observed. A copy of these licenses may be seen on application to the Bookings Manager otherwise the Hirer shall be deemed to have had notice of all such conditions.
- The seating and dancing capacity of the Hall given below is the maximum allowed by the Local Authority and the Hirer undertakes that these limits will not be exceeded.

Maximum capacity dancing	200
Seated (receptions etc)	180
- All scenery and costumes used for stage performances or the like must be fireproofed.
- The Hirer shall be responsible for ensuring that copyright regulations are followed.

The Hirer shall indemnify the Hall Committee against any infringement of copyright which may occur during the hiring if the Hall Committee is subsequently held liable for that infringement.
- The Hirer shall be responsible that good order is kept in the Hall during the hiring and the Hall Committee may, if it thinks fit, charge the Hirer for any extra expense it may incur in an effort to impose order prior to, during or after any booking in the Hall.

The Hall Committee reserves the right to put an immediate stop to any entertainment or meeting not properly conducted. In this event the Security Bond will automatically be forfeit.

If the possession or use of Class A, B or C drugs by anyone attending the booking (whether invited or not) is found or suspected the booking will be immediately terminated with the whole of the Security Bond being forfeit and the Police advised. Any relevant CCTV recording made during the booking will be submitted in evidence.

Members and employees of the Hall Committee, or any police officer may enter the hall without invitation at any time during the booking.
- The Hirer will ensure that any noise resulting from activities before, during and after the hire period is kept to an acceptable level so that local residents are not subject to unreasonable annoyance or inconvenience. No fireworks are allowed on any part of the Hall premises including the Car Park.
- No bolts, nails, tacks, screws, bits, pins, Sellotape or other like objects shall be driven or fixed into any part of the Hall nor shall any placards or any other articles be fixed thereto without the previous written permission of the Hall Committee
- Smoke machines, flares or indoor fireworks are not permitted in the Hall at any time**
- No flags, emblems or any other decorations shall be displayed outside any part of the Hall without the previous written consent of the Hall Committee.
- The Hirer shall remove any flags, emblem or any decoration displayed inside the Hall if in the opinion of the Hall Committee it shall be unseemly or expose the Hall to any undue risk of fire or in the opinion of the Hall Committee is likely to lead to disturbance or a breach of the peace.
- No exits may be blocked, chairs or obstructions placed in the exits, corridors or fire appliances removed or tampered with.
- No additional lights or extension from the existing electric light fittings shall be used without the prior written consent of the Hall Committee.
- The Hirer is responsible for all damage to the Hall and to any property in the Hall occurring during the period of the hiring or while persons are entering or leaving the premises pursuant to the hire, however and by whom ever caused. Any damage or loss shall be reported to the Hall Committee at the end of the booking.
- Unless it is proved to be caused by its negligence the Hall Committee shall not be responsible for any loss of or any damage to any property or injury to any person arising out of the hiring in the Hall and Car Park, before, during and after the hiring.
- The Hall Committee reserves the right to amend the conditions of hire at any time and will give one month's notice of any change to the Hirers of all bookings existing at that time.
- A copy of the current Booking Conditions will be given to all hirers for their retention and a copy of this will also be found on the Village Hall website at www.rainworth-village-hall.co.uk