

BARROW VILLAGE HALL MANAGEMENT COMMITTEE BOOKING FORM

I / We* wish to book the Hall / Committee Room / Building* on the following date(s) and time(s):

DATE:

START TIME:

FINISH TIME:

This function will / will not* include bar facilities.

We will be applying for a temporary events notice (T.E.N.)

YES / NO

**Delete which is not applicable*

HIRING RULES FOR ALL USERS OF THE VILLAGE HALL

1. It is a condition of hiring the hall that the conditions of our Premises Licence are adhered to. The Licence is displayed on the notice board, but you should note that no entertainment of any kind can continue beyond midnight Monday to Saturday or beyond 10.30pm on a Sunday
2. Noise should be kept to reasonable levels and should not cause nuisance to the occupiers of surrounding premises.
3. One hour preparation time is allowed if available (ie not previously booked by another hirer). If this time is definitely required, it is recommended that the hirer books this time separately to ensure availability and that no charge is inadvertently made.
4. Thirty minutes free clearing up time allowed. This may be extended to 10.30am the following day after an all day booking with the authority of the booking secretary.
5. All day bookings commence at 10.30am unless special arrangements have been made with the booking secretary and cleaner.
6. The hirers are responsible for any damage that may occur during their use of the Village Hall. Any such damage must be reported to the booking secretary immediately and an appropriate sum for repairs will be charged.
7. The building must be left in a clean and orderly state after hire using the following guidelines:
 - **MAIN HALL:** Floor to be swept clean of all loose materials
DO NOT wash wooden floor as this removes polish
Wash lino if spillages have occurred
 - **BAR AREA:** Floor to be swept or washed if necessary
Worktops to be wiped clean
Crockery, if used, to be washed and replaced in cupboards
ALL liquor, if supplied to be removed
 - **TOILETS:** Sweep floors, or wash if necessary
Check all taps are turned off and toilets flushed clean
All waste paper towels to be in bins provided
 - **KITCHEN:** Floor to be swept or washed, if necessary
All taps turned off and sinks cleaned
Cooking and heating appliances to be turned off
All foodstuffs removed to prevent mice
All crockery / utensils used to be cleaned

All crockery / utensils to be replaced in cupboard

- **COMMITTEE ROOM:** Floor to be swept or washed if necessary
Remove any foodstuffs
- **GENERAL:** All tables and chairs to be put away in their original storage place
All waste, food, milk bottles etc to be removed from building and contents of waste bins in refuse containers
Outside: - all electrical appliances, heating and lighting to be switched off

NB: IF THE ABOVE GUIDELINES ARE NOT ADHERED TO, WE RESERVE THE RIGHT TO MAKE A CHARGE FOR ADDITIONAL CLEANING

8. **CANCELLATIONS:** A charge of 50% of the hire charge will be made for any cancellation not given at least 14 days prior to dates booked.
9. A Deposit of £25 will be required when collecting keys. This will either be deducted from the total hiring charge, or, if the total charge is less than the deposit, the balance will be refunded. Hirers from outside the village must pay full hire charge when collecting keys.

I hereby confirm that I accept the above conditions of hire:

NAME OF HIRER:

ADDRESS:

.....

TEL NO:..... EMAIL ADDRESS:

SIGNATURE:.....

DATE:

BOOKING RECEIVED AND CONFIRMED FOR B.V.H.M.C:

SIGNATURE:.....

DATE:

Deposit received with thanks

SIGNATURE:.....

DATE:

Mrs T Pearson, Booking Secretary
9 Denham Lane
Barrow
Bury St Edmunds
Suffolk IP29 5DZ

BARROW VILLAGE HALL

Would ALL hirers of Barrow Village Hall please take note of the following:

A noise abatement notice has been served on the Parish Council which means that **ANY** loud amplified music or speech played in the village hall **MUST NOT** be audible to the nearby residential properties. Please be aware that if you play any music above the level that is comfortable to every member of the audience you are liable to have the hall closed for any further functions with music.

The onus is on 'you', as the organiser of the function, to maintain a vigilant listening level of your musical arrangement and if in doubt

'TURN THE NOISE LEVEL DOWN'

If any hirer ignores this request then:

- They will be held liable for any fine incurred by the Parish Council. The fine is currently £5,000 but can be up to £20,000
- They will be jeopardising the music licence which could be cancelled by the Environmental Health Department of St Edmundsbury Borough Council

July 2007