

## ECCHINSWELL VILLAGE HALL

### TERMS & CONDITIONS OF HIRE - PLEASE RETAIN FOR YOUR REFERENCE

- 1) THE MAIN HALL, KINGSMILL ROOM, AND OTHER FACILITIES SHALL NOT BE USED FOR ANY UNLAWFUL ACTIVITY, OR ANY OTHER PURPOSES OTHER THAN STATED ON THE HIRERS' BOOKING FORM. THE HALL CAN ONLY BE HIRED BY THOSE OVER 18 AND AN ADULT **MUST BE** PRESENT AT ANY EVENT WHERE UNDER 18s ARE ATTENDING.
- 2) HIRERS SHALL NOT BRING INTO THE PREMISES ANY FLAMMABLE OR EXPLOSIVE MATERIAL.
- 3) ECCHINSWELL VILLAGE HALL (EVH) IS NOT LIABLE FOR ANY LOSS OR DAMAGE TO ARTICLES LEFT IN ANY PART OF THE PREMISES.
- 4) ECCHINSWELL VILLAGE HALL COMMITTEE RESERVES THE RIGHT TO CANCEL ANY HIRING AT ANY TIME WITHOUT COMPENSATION AND TO RETURN ANY HIRING CHARGES, WHICH HAVE BEEN PAID.
- 5) A DEPOSIT OF 30% MUST BE PAID TO SECURE THE BOOKING **WITHIN 10 DAYS** OF BOOKING AND THE BALANCE PAID **14 DAYS PRIOR** TO THE HIRE DATE, UNLESS ALTERNATIVE PAYMENT ARRANGEMENTS HAVE BEEN AGREED WITH THE TREASURER OR BOOKING CLERK OF EVH. ALL CHEQUES TO BE MADE PAYABLE TO ECCHINSWELL VILLAGE HALL. **IN THE EVENT OF CANCELLATION BY THE HIRER, THE DEPOSIT WILL BE FORFEITED.**
- 6) FOR LARGE EVENTS, eg WEDDING RECEPTIONS, DINNER DANCES, PARTIES etc, A £30 CLEANING CHARGE WILL ALSO BE PAYABLE WHEN SETTLING THE BALANCE FOR THE HIRE. THE BOOKING CLERK WILL ADVISE IF THIS APPLIES AT THE TIME OF BOOKING.
- 7) FOR ALL EVENTS, A SEPARATE REFUNDABLE DEPOSIT OF £70 or £250 WILL BE PAYABLE AT THE SAME TIME AS THE BALANCE FOR THE HIRE. THIS IS TO COVER ANY DAMAGE THAT MAY BE CAUSED BY THE HIRER. YOU WILL BE ADVISED BY THE BOOKING CLERK WHICH DEPOSIT IS REQUIRED (see 7 below). THIS WILL BE RETURNED AFTER AN INSPECTION OF THE HALL HAS BEEN CARRIED OUT. THE KEYS MUST BE RETURNED **IMMEDIATELY AFTER** THE END OF THE EVENT UNLESS BY AGREEMENT WITH THE BOOKING CLERK. ANY EXTRA HOURS MAY BE CHARGED.
- 8) FOR A STANDARD HIRE, A £70 REFUNDABLE DEPOSIT WILL BE REQUIRED. WHERE THE HIRE IS FOR A PARTY WITHIN THE AGE GROUP 14-21 YEARS, A £250 REFUNDABLE DEPOSIT WILL BE REQUIRED. THE COST OF ANY DAMAGE CAUSED ABOVE THE £250 DEPOSIT AMOUNT WILL BE CHARGED TO THE HIRER, PLUS ANY LOSS OF INCOME TO THE HALL FOLLOWING ANY DAMAGE. FAILURE TO DECLARE THE AGE GROUP WHEN BOOKING A YOUNG PERSON'S PARTY MAY RESULT IN CANCELLATION BY EVH COMMITTEE.
- 9) THE HIRED FACILITIES WILL BE AVAILABLE ON THE DAY OF THE FUNCTION ONLY, DURING THE HOURS INDICATED ON THE BOOKING FORM, THIS SHOULD ALSO ALLOW FOR THE HIRER TO HAVE ENOUGH TIME TO SET-UP AND CLEAR AWAY, LEAVING THE HALL IN THE SAME CONDITION AS IT WAS FOUND.
- 10) WHERE A PAY BAR IS REQUIRED, THE HIRER MUST USE THE SERVICES OF A LICENSEE WHO CAN PROVIDE AN "OUTSIDE BAR". THE HIRER MUST DECLARE ON THE BOOKING FORM, THE DETAILS OF THE LICENSEE PROVIDING THE BAR. ECCHINSWELL VILLAGE HALL COMMITTEE HAS A NUMBER OF PREFERRED SUPPLIERS WHICH CAN BE PROVIDED UPON REQUEST.
- 11) FIRE EXITS MUST BE KEPT CLEAR AT ALL TIMES.
- 12) THE KEYS FOR THE HALL ARE TO BE RETURNED BY THE HIRER, AT THE END OF THE EVENT AT THE TIME STATED ON THE BOOKING FORM. NO EVENTS TO END ANY LATER THAN 11.00 pm SUNDAY – THURSDAY, AND 11.45pm FRIDAY AND SATURDAY.

13) THE HIRER IS RESPONSIBLE FOR ENSURING THAT THE HALL IS SECURE AND THE HEATING, LIGHTING AND KITCHEN APPLIANCES ARE TURNED OFF, ON LEAVING THE BUILDING.

14) IT IS THE HIRERS RESPONSIBILITY TO CALL ANY EMERGENCY SERVICE THAT MAY BE REQUIRED DURING THE BOOKING.

**THESE TERMS & CONDITIONS FORM PART OF THE BOOKING FORM AND ADHERENCE TO ALL OF THE ABOVE MUST BE OBSERVED.**

**ECCHINSWELL VILLAGE HALL  
BOOKING FORM**

DATE OF HIRE -----

TIMES OF HIRE -----

COST OF HIRE ----- BOOKING DEPOSIT----- (30% of cost of hire)

A REFUNDABLE DAMAGES DEPOSIT OF £70.00/£250\* IS PAYABLE AT THE SAME TIME AS THE BALANCE FOR THE HIRE. \*BOOKING CLERK WILL ADVISE.

DETAILS OF KEY COLLECTION WILL BE PROVIDED WHEN BALANCE IS PAID (14 DAYS PRIOR TO EVENT)

PANEL HEATERS/INFA RED HEATERS RUN ON £1.00 /£2.00 COINS, METER IS IN ELECTRCITY CUPBOARD OF THE KINGSMILL ROOM. HOT AIR FOR THE MAIN HALL RUNS ON A THERMOSTAT, THIS IS TO BE TURNED DOWN AT THE END OF THE USAGE. OTHER KEYS IN PRESS IN THE KITCHEN, WATER HEATER CONTROLS ARE ON THE WALL ON THE LEFT OF THE FOYER. THIS IS PART OF THE HIRE FEE AS IS THE LIGHTING.

PLEASE LEAVE THE HALL IN A GOOD, CLEAN CONDITION. SHOULD SPECIALIST CLEANING BE REQUIRED FOLLOWING AN EVENT, THEN £30 WILL BE DEDUCTED FROM THE REFUNDABLE DAMAGES DEPOSIT.

HALL BOOKINGS: TRACY KINGDON, E-MAIL [tracykingdon1@gmail.com](mailto:tracykingdon1@gmail.com) OR ON 07747 494521.

**PLEASE RETAIN ALL OF THE ABOVE FOR YOUR REFERENCE**

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**PLEASE RETURN THIS SECTION TO:** TRACY KINGDON, 15 WHITE HILL, ECCHINSWELL, RG20 4UF

NATURE OF HIRE -----

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NAME OF HIRER ----- TEL-----

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ADDRESS

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EMAIL ADDRESS -----

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DATE OF HIRE ----- AGREED TIME OF HIRE

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NUMBER OF PEOPLE ATTENDING ----- COST OF HIRE -----

I WILL BE\*/ WILL NOT\*BE USING THE SERVICES OF A PAY BAR, AS FOLLOWS, AS PER CLAUSE 10 OF THE CONDITIONS OF HIRE (\* delete as appropriate):

NAME OF LICENSEE:

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NAME OF LICENCED PREMISES:

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CONTACT TEL. NO OF LICENSEE -----

PLEASE FIND ENCLOSED A **30%** BOOKING DEPOSIT (NON REFUNDABLE). CHEQUES TO MADE PAYABLE TO "ECCHINSWELL VILLAGE HALL." DEPOSIT PAYABLE \_\_\_\_\_

I UNDERSTAND THAT THE OUTSTANDING PAYMENT IS DUE 14 DAYS BEFORE THE HIRE DATE.  
I UNDERSTAND THAT IF THE HALL IS NOT LEFT IN A DAMAGE FREE, CLEAN AND TIDY CONDITION, I WILL FORFEIT MY REFUNDABLE DEPOSIT AND MAYBE LIABLE FOR EXTRA CHARGES.

BY SIGNING THIS BOOKING FORM, I UNDERSTAND THAT I AM IN AGREEMENT WITH ALL CONDITIONS OF HIRE (**must be signed by person aged 18 or over**)

SIGNATURE \_\_\_\_\_

DATE

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