

ECCHINSWELL VILLAGE HALL & RECREATIONAL CENTRE

ECCHINSWELL VILLAGE HALL BOOKING FORM

DATE OF HIRE _____
TIMES OF HIRE _____
COST OF HIRE _____ BOOKING DEPOSIT (30%) _____

A separate refundable damages deposit of £70 or £250 is payable at the same time as the balance for the hire. The booking clerk will advise which applies. If the damages deposit is being paid by BACS, please also provide your bank details so that it can be refunded.

Details of key collection will be provided when balance is paid (14 days prior to event).

Panel heaters/infrared heaters run on £1 & £2 coins; meters are in the cupboard of the Kingsmill Room. The keys for this and other parts of the hall can be found in the key-press in the kitchen.

Hot-air heating in the main hall runs on a thermostat and is movement-sensitive. The thermostat is to be turned down at the end of the usage. 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.

For bookings: e-mail ecchinswellhall@gmail.com, or telephone Lynne Hutchins on (07833) 990850.

PLEASE RETAIN ALL OF THE ABOVE FOR YOUR REFERENCE

Please return this section to: Lynne Hutchins, 5 Rose Cottages, Ecchinswell, Newbury, RG20 4TZ

NATURE OF HIRE _____
NAME OF HIRER _____ TEL. _____
ADDRESS _____
EMAIL _____

DATE OF HIRE _____ AGREED TIMES OF HIRE _____
NUMBER OF PEOPLE ATTENDING _____ COST OF HIRE _____

METHOD OF PAYMENT: BACS (Sort Code 23-05-80, Account Number 47873274)

CHEQUE (made payable to Ecchinswell Village Hall)

NON-REFUNDABLE DEPOSIT PAYABLE (30%) _____

I WILL / WILL NOT (delete as appropriate) BE USING THE SERVICES OF A PAY BAR (See T&C, clause 15)

NAME OF LICENSEE: _____ TEL. _____

NAME OF LICENSED PREMISES: _____

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 MAY BE 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 _____

ECCHINSWELL VILLAGE HALL & RECREATIONAL CENTRE

TERMS & CONDITIONS OF HIRE - PLEASE RETAIN FOR YOUR REFERENCE

1. The abbreviation "EVH" refers to the Ecchinswell Village Hall Management Committee.
2. The premises shall not be used for any unlawful activity, or any other purposes other than stated on the hirer's booking form.
3. Hirers shall not bring into the premises any flammable or explosive material.
4. The hall can only be hired by those over 18 and an adult must be present at any event where under 18's are attending.
5. EVH is not liable for any loss or damage to articles left in any part of the premises.
6. EVH reserves the right to cancel any hiring at any time without compensation and to return any hiring charges, which have been paid.
7. A non-refundable 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 arrangements have been agreed.
8. In the event of cancellation by the hirer, the deposit will be forfeited.
9. For large events, e.g. 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.
10. For all events, a refundable damage deposit 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. The deposit will be returned after an inspection of the hall has been carried out.
 - a) For a standard hire, the damage deposit will be £70.
 - b) Where the hire is for a party within the age group 14-21 years, a £250 damage 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.
 - c) The Booking Clerk will advise which deposit is payable at the time the booking is made.
11. All cheque payments to be made payable to Ecchinswell Village Hall. BACS payments should be to Sort Code 23-05-80, Account Number 47873274, quoting the hirer's name and date of hire as the reference.
12. 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.
13. No events to end any later than 11.00 pm (Sunday to Thursday) and 11.45pm (Friday and Saturday).
14. The keys must be returned immediately after the end of the event unless by prior agreement with the booking clerk. Any extra hours may be charged.
15. 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 the details of the licensee providing the bar on the booking form.
16. Fire exits must be kept clear at all times.
17. 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.
18. It is the hirer's responsibility to call any emergency service that may be required during the booking. A defibrillator is available outside The Royal Oak pub, should it be required.