

BRESSINGHAM VILLAGE HALL

High Road, Diss IP22 2AT

Registered Charity Number: 182541

APPLICATION FORM FOR THE USE OF VILLAGE HALL

This form is to be completed and signed by the person responsible on behalf of the hirers. It is understood this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of the Conditions of Hire are adhered to at all times. By signing this form this person also confirms that they have adequate and appropriate insurance cover for the purpose for which the hall is required and that they have made their own arrangements with reference to first aid.

Name of Hirer.	
Purpose of hire.	
Estimated number of people to be present. <i>The capacity of the Hall is 80 people maximum or 65 seated at tables.</i>	
Will admission be restricted to members of a club or organisation?	
Will unaccompanied persons under the age of 18 be present?	
Do all responsible adults have full DBS clearance? <i>Copies of DBS Clearance to be attached to this application</i>	
Charges to be made, if any.	
Will the public be admitted?	
Will the event include the sale of alcohol? <i>If YES the event is governed by the Licensing Act 2003 and the signatory to this form accepts ALL responsibility under the Act.</i>	
Number of Tables required.	
Number of Chairs required.	

DATE(S)	TIME		TOTAL HOURS	COST PER HOUR		Total Cost	
	FROM	TO				£	

A *REFUNDABLE* DEPOSIT EQUAL TO HIRE CHARGE IS REQUIRED WITH ALL APPLICATIONS.
Cheques to be made payable to: **BRESSINGHAM VILLAGE HALL** **Subject to Conditions of Hire*

I hereby apply to Bressingham Village Hall in accordance with the details listed above. I have read the Conditions of Hire and agree to be bound by them. I am over 25 years of age.

Name: _____ Signed: _____ Date: _____
(please print)

Home Address: _____
_____ Post Code _____

Telephone: _____ Mobile: _____

Signed on behalf of Bressingham Village Hall: _____ Date: _____

FOR OFFICE USE :		DEPOSIT RECEIVED	INVOICE SENT	PAYMENT RECEIVED
Booking Reference Number				
Full DBS clearance attached				
Alcohol Licence attached				

BRESSINGHAM VILLAGE HALL – Conditions of Hire

1. The Hirer must be aged 25 years or over and be present throughout the entire hire period, must sign the booking form and agree to abide by the conditions of hire.
2. No event may continue after 11.30pm and ALL music must finish by 11pm Monday to Saturday and 7.30 pm on a Sunday.
3. NO Smoking or e-cigarettes allowed on the premises.
4. Bressingham Village Hall Committee reserves the right to refuse any application to hire.
5. A refundable deposit equal to the hire charge (cash or cheque) is required from Casual Users at the time of booking. Cheques will be paid into the Village Hall bank account and the deposit refunded after the hire on confirmation by the Committee that no damage has been incurred (see Clauses 9 and 10).
6. The Hall is licensed in pursuance of the Licensing Act 2003 and also the Performing Rights Society, for music, singing and dancing.
7. Car parking spaces are provided at the rear of the hall. Hirers must park in a tidy manner and ensure a clear access to the Hall and playing field at all times. Parking is at owners' risk and the Bressingham Village Hall Committee takes no responsibility for any damage to vehicles parked on the premises.
8. Cleanliness and tidiness of the hall is the Hirers' responsibility. At the end of the booking period the hall must be left in the same state as when hiring commenced. Any excessive cleaning required will be charged to the Hirer. The Hirer shall ensure that ALL lights and water taps are turned off and that ALL windows and doors are firmly closed at the end of the hire before leaving by the main door.
9. Any damage caused during or as a result of the hire must be reported to Bressingham Village Hall Committee as soon as is reasonable. The Hirer shall reimburse the Committee for any damage caused.
10. Bressingham Village Hall Committee is not responsible for any loss or damage to persons or property during the hire.
11. Admission is by key which is obtainable from Ann Betts. The key should be returned after hire. If key is reported lost or is not returned a charge of £20 will be made to the deposit.
12. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything that may endanger any insurance policies in respect of the Hall.
13. In the event of the Hall or any part thereof being rendered unfit for use for which it has been hired, Bressingham Village Hall Committee shall not be liable to the Hirer for any resulting damage or loss whatsoever.
14. No dogs are allowed in the hall except Guide Dogs
15. Avoid the use of blue tac, Sellotape or any other adhesive tape on walls, and pins on woodwork.
16. The hall's kitchen should not be used for significant food preparation; it is suitable for food re-heating only.
17. Please note the details provided in this form will be used solely for the purpose of contacting you in relation to your booking enquiry.
18. No details provided on this form will be passed to 3rd parties with the exception of other members of the Bressingham Village Hall Committee.