

# FLAX BOURTON VILLAGE HALL - BOOKING FORM

This form needs to be printed, completed and hand signed for this booking to be accepted

Hirer's Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Hirer's Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Name (if different from above): \_\_\_\_\_

Contact Telephone Number/s: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

Start Time (incl.set up time): \_\_\_\_\_ Finish Time (incl.clear up time): \_\_\_\_\_

Type of Function: \_\_\_\_\_ Number Attending: \_\_\_\_\_

<b>A - HALL HIRE CHARGES:</b> (details on website)							
Number of hours	x	Hourly Rate	=	Hall Hire Charge		A	
<b>B - CROCKERY HIRE CHARGES:</b>							
Crockery, Cutlery, Glass Hire	1 - 25	people	£15	} =	Crockery, Cutlery, Glass Hire Charge	B	
Crockery, Cutlery, glass Hire	26 - 50	people	£20				
Crockery, Cutlery, glass Hire	51 - 100	people	£30				
<b>C - REFUNDABLE DAMAGE DEPOSIT DUE:</b>							
Standard			£80	=	Refundable Damage Deposit	C	
Wedding			£200				
<b>TOTAL DUE NOW:</b> = A+B+C							FULL AND TOTAL PAYMENT TO BE SENT WITH THIS FORM

**PAYMENT METHOD:**

Cheque  Please make cheques payable to: Flax Bourton Village Hall CIC

Bank transfer

Our online banking details are: Acc No: 11042931 Sort Code: 60-04-35 Ref: Your Name & Function Date

Please confirm the name of the account that will deposit the funds to us - if different from the hirer: \_\_\_\_\_

**Booking Form Cheque to be returned to:** Bookings Secretary, Mill Cottage, Station Road, Flax Bourton, Bristol, BS48 1NG. Tel: 07495 280014

**OR** Email the Booking Form & Bacs Payment Date to: fbvhall@gmail.com

**Hirer's Bank Details for deposit return:** (Alternatively deposits can be returned by cheque)

Account Name \_\_\_\_\_ Account No \_\_\_\_\_ Sort Code \_\_\_\_\_

I confirm that I have read, understood and accept the conditions of hire (copy attached)

Signed: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
BOOKED: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	PAYMENT RECEIVED DATE: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>
CONFIRMATION EMAIL SENT: <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>	DEPOSIT RETURNED: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>

# FLAX BOURTON VILLAGE HALL

## CONDITIONS OF HIRE

Email: [fbvhall@gmail.com](mailto:fbvhall@gmail.com)

Telephone: 07495 280014

For the purposes of these conditions, the term *Hirer* shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. *The hirer* will be responsible for the cost of repairs and/or replacement if any damage is caused to the buildings or equipment (including crockery), as a result of hiring the Hall.
2. The Hall will be reserved on your behalf when the appropriate payments have been received. Cheques should be made payable to 'Flax Bourton Village Hall CIC'.
3. In some circumstances a special deposit will be required for certain functions at the discretion of the management committee. Such deposit will be repaid to *the hirer* within 28 days of the period of hire less the cost of rectifying any damage caused to the premises and/or contents thereof as a result of hiring the Hall.
4. The Hall is licensed for music and dancing until 11.00pm Sunday-Thursday and midnight on Friday & Saturday. Functions must end by this time.
5. The Hall is NOT licensed to sell alcohol.
6. Up to 200 persons are permitted in the Hall (140 when tables and chairs are used).
7. *The hirer* is required to leave the hall (including kitchen, toilets and ancillary areas) in a clean and tidy condition, removing all perishable rubbish, glass and bottles from the premises.
8. Premises must be vacated within 30 minutes of the end of the function and any equipment etc brought in removed.
9. *The hirer* must ensure that all lighting is switched off and that all windows are shut and doors locked before leaving the premises.
10. *The hirer* is responsible for the safety and conduct of the guests at the function as defined in the Licence on display in the Hall.
11. *The hirer* is responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, Phonographic Performance Ltd or Theatre Act Licence if public performances are intended. *The hirer* must inform the Bookings Secretary if such licences are to be obtained.
12. *The hirer* shall not use the premises for any purpose other than that described in the booking form and shall not allow the premises to be used for any unlawful purpose or in any unlawful way that may render invalid any insurance policies in respect thereof.
13. *The hirer* shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
14. *The hirer* shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
15. *The hirer* shall ensure that any electrical appliances brought to the Hall and used there shall be safe and in good working order, and used in a safe manner.
16. *The hirer* shall ensure that the minimum of noise is made on arrival and departure.
17. Flax Bourton Village Hall CIC reserve the right to cancel any booking, without prior notice.
18. Flax Bourton Village Hall CIC reserve the right to refuse any application for the use of the Hall premises and shall not be required to give any reason for its decision. Its officers have right of entry at all times.
19. Flax Bourton Village Hall CIC or its officers cannot under any circumstances accept responsibility for injury sustained by any person, nor for loss of or damage to personal property, including motor vehicles and/or contents therein.
20. The igniting of firework or bonfires on the premises is strictly prohibited.
21. Hall users are requested not to stick/hang anything onto the ceiling. Blu-tack only on the walls.