

# Salford Village Hall

## BOOKING FORM

Name \_\_\_\_\_

Organisation \_\_\_\_\_  
(If applicable)

Address \_\_\_\_\_

\_\_\_\_\_

Phone No \_\_\_\_\_

Email \_\_\_\_\_

Required Date(s): \_\_\_\_\_ Times: \_\_\_\_\_  
(From doors open to doors closed)

Type of event \_\_\_\_\_

I hereby apply to hire Salford Village Hall and enclose two cheques payable to Salford Village Hall – one in full payment of the hire period, and one for £40 being a fully-refundable deposit which will be destroyed after the event provided the hall is left clean and undamaged. I agree to abide by the terms and conditions below. (It is recommended that these are detached and kept for reference).

Signed \_\_\_\_\_ Date \_\_\_\_\_

<b>Hire charges</b> (24 April 2017 – 30 March 2018)  £7 per hour – Salford residents £14 per hour – others (£12 per hour for regular events booked for 3 months or more)	<u>Please send this form, together with both cheques to:</u> William Ross, The School House, Cooks Lane, Salford, Chipping Norton, OX7 5FE Tel: 01608 641414 A confirmation receipt will be returned.
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### Salford Village Hall Terms & Conditions

Any person or organisation hiring the premises shall:

1. be responsible for checking and reporting to the Hall's Secretary any obvious damage to the Hall or fixtures - before the period of Hire;
2. pay the full costs of any breakages of equipment or damage to the premises;
3. ensure that any equipment belonging to the Committee (e.g. chairs, tables etc.) shall not be taken out of the Hall without prior permission. If such permission is given, the Hirer will not leave any equipment out overnight and any furniture must be protected from rain at all times.
4. be held responsible for ensuring that order is kept at all times and that fire precautions and regulations are met, including the following:
  - emergency lights and exit signs must be turned on;
  - the sliding bolts on the exit doors must be withdrawn so that the doors open freely;
  - all doorways must be kept free from obstruction;
  - gangways between chairs positioned in 'theatre-style' must be a minimum of 3'6" wide and free from obstruction;
  - not more than 80 seated people may be allowed in the Hall at any one time.;
  - music must be turned off by 23.30, and the Hall vacated by midnight at the latest.

Plus:

5. The Committee reserves the right to refuse any person admission to the premises, without giving any reason;
6. The Hall must be left in a reasonable condition for the cleaner. The Committee has sole discretion to use some or all the deposit paid should any extra cleaning be required. Should damage be caused which costs more than the deposit amount to rectify, the Hirer will be held responsible for the additional amount.
7. Anything in the Hall belonging to the Hirer is at the Hirer's own risk.
8. No person under the age of eighteen will be permitted to book the Hall; and there must be an adult aged over 21 in the hall at all times.
9. The Hirer agrees to be bound by the terms, exclusions and conditions of the Salford Village Hall insurance and agrees to indemnify its Committee of any arising liability. Specifically, the Committee will not accept liability for any injury to persons caused by the use of furniture outside its own property.
10. Hirers of the Hall for commercial purposes must hold their own Public Liability Insurance.
11. The Hall's kitchen should not be used for significant food preparation. It is suitable for food re-heating only.
12. **It is an offence to smoke in the Village Hall.**