

**LITTLE BERKHAMSTED RECREATION COMMITTEE**

**VILLAGE HALL BOOKING FORM**

NAME (18 or over only) .....

ADDRESS .....

.....

CONTACT DETAILS- : MOBILE ..... OTHER .....

EMAIL ADDRESS.....

ORGANISATION (If applicable) .....

REG CHARITY NUMBER (if applicable) .....

DATE OF HIRE ..... OR

DAY OF WEEK ..... (FOR REGULAR USERS)

DATE FROM ..... TO .....

LENGTH OF HIRE ..... HOURS FROM ..... TO .....

**HIRE RATE IS £15.00 PER HOUR**

Received £50 refundable deposit (see Terms and Conditions) YES/NO

Licence fee (if applicable) £.....

**TERMS AND CONDITIONS OF USE**

The deposit will only be returned when the Hall Manager is satisfied the following conditions have been met: -

- Deposit is non-refundable if cancellation is received within seven days of event.
- Please do not put nappies in the bins - take them home.
- Please ensure heaters and lights are all switched off.
- This is a non-smoking environment.
- All hirers must leave the hall in a clean and tidy condition.
- Hirers are responsible for ensuring noise levels do not disturb nearby residents.
- Any decorations involving attachment to the building must be discussed with the Hall Manager at time of booking.
- Please check you have the appropriate insurance cover for your activities.
- We do not have Performing Rights Licences – these can be applied for before booking.
- All animals except Guide Dogs will only be admitted with the permission of the Recreation Committee.
- Please familiarise yourself with the Fire Exits, Fire Extinguishers and First Aid Box and keep Fire Exits clear at all times.
- *The Hall is subject to the terms of the Charity Commission and reserves the right to cancel any private booking with full refund of booking fee and deposit only in the event of the Hall being required for fulfilment of its charitable purposes, or in the event of the Hall being required as a Polling Station.*
- The sale of alcohol for fundraising purposes only is admissible with the permission of the Recreation Committee which will require 4 weeks' notice to obtain a Temporary Event Notice.
- All activities for children under 8 must be registered with OFSTED.
- The Hirer (or its authorised representative), agrees to be present for the duration of the hire.

SIGNATURE OF HIRER

ACCEPTING ABOVE TERMS AND CONDITIONS .....

SIGNATURE OF HALL MANAGER

OR MEMBER OF RECREATION COMMITTEE .....

DATE .....