

old Sodbury Village Hall

Registered Charity No. 266611

PLEASE RETURN AS SOON AS POSSIBLE

I confirm that I wish to book Old Sodbury Village Hall on:

Date:

Time:

Booking fee:

Payment to be received by:

Payment to be made by cheque "Old Sodbury Village Hall" or by bank transfer

Sort Code: 52-21-32

Account: 25029614

Account Name: Old Sodbury Village Hall Committee

Please quote the date of your booking in the payment reference

DAMAGE DEPOSIT - A separate deposit of £100 is required asap (cheque to be made payable to "Old Sodbury Village Hall"). This is a refundable deposit, and the cheque will be shredded after the event provided that the hall is left in a clean, tidy and undamaged condition.

ACCESS ARRANGEMENTS - Prior to your booking, please contact the caretaker, Michelle Dash - 07955 170321, to make arrangements to access the hall. Please note that allowance must be made for setting up and clearing away when booking the hall.

BOOKING CONDITIONS

I understand that the following conditions apply:-

<i>For the purposes of this agreement and the conditions of hire, the term "Hirer" shall mean an individual hirer or, where the "Hirer" is an organisation, that organisation.</i>	
Age	
1	We regret that we are unable to accept bookings for 16th, 17th or 18th birthday parties
Liability	
2	The Hirer accepts full responsibility for any damage and/or injury during the period of hire.
3	The Hirer shall be responsible for the behaviour of all persons using the premises during the period of the hire whatever their capacity.

4	The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly
	late at night and early in the morning.
5	The Committee shall not be liable for loss of or damage to, any property left or stored by the hirer
6	The Committee will not be responsible for any legal action taken against the Hirer, criminal or civil, during the period of hire.
Smoking	
7	Smoking is not permitted in any part of the premises nor is the use of e-cigarettes. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner in the bin provided.
Licenses	
8	The Hirer must ensure that a license is obtained if alcohol is to be sold. The Village Hall's appointed licensee is The Dog Inn, Old Sodbury - Tel: 01454 312006. The Hirer must take full responsibility to abide by the terms and hours of the license
Health and Safety	
9	The Hirer shall be responsible for ensuring that all first aid requirements are met.
10	The Hirer shall, in preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. The Committee takes no responsibility whatsoever for caterers employed by the Hirer in conjunction with the booking.
Complaints	
11	Any complaints should be made to the Caretaker and will be dealt with by the Committee
12	During the period of hire any problems with the heating, electricity or plumbing should be reported to the Caretaker.
Stored Equipment	
13	The storage of equipment is subject to the agreement of the Committee and such facilities may be withdrawn at any time. The Committee accepts no responsibility for any stored equipment or other property brought into or left at the premises. All property and equipment (other than stored equipment) must be removed at the end of each hiring.
Clearing up/cleaning after hall hire	
14	The Hirer is responsible for clearing up afterwards and ensuring that the hall is left as they found it in a clean, tidy and undamaged condition.
15	The Hirer must vacate the premises by the time booked and this includes removal of equipment and clearing up. <u>Allowance for clearing up/cleaning should be made at the time of the booking. If the hall is not completely cleared within the time booked, an additional charge may be made</u>
16	Please note that currently the hall no longer receives a waste collection so we would ask you to take away any rubbish that you generate.
Cancellation	
17	If the Hirer wishes to cancel the booking before the date of the event, he/she must do so in writing more than 14 clear days before the booking date. Failure to give the appropriate notice will result in the event being charged at the full amount.
18	The Committee reserves the right to cancel any hiring in the event of the building being

	required for use as a Polling Station .
19	The Committee reserves the right to refuse hire to any person at their discretion.
20	Complaints regarding noise or rowdy behaviour will jeopardise the Hirer's right to future hire.
Payment	
21	Hire agreements shall be settled in full 28 days prior to hire.
22	Payment can be made by cheque "Old Sodbury Village Hall" or by bank transfer Sort Code: 52-21-32 Account: 25029614 Account Name: Old Sodbury Village Hall Committee Please quote the date of your booking in the payment reference
23	Deposit - a damage deposit cheque of £100 is required (cheque made payable to "Old Sodbury Village Hall") This is a refundable deposit. The cheque will be shredded after the event, provided the hall is left in a clean, tidy and undamaged condition and all Covid conditions have been adhered to.

I accept the above conditions of hire:

Name:Contact No

Address

.....

Purpose of Event:

Signature

Please return this form and deposit to:

**The Administrator
Old Sodbury Village Hall
Cotswold
Lane
Old Sodbury
BS37 6NE**