# SHARESHILL VILLAGE HALL - BOOKING FORM

This agreement is made between Shareshill Parish Council and the Hirer as shown below. On receipt of payment of the hiring fee the Parish Council agrees to permit the hirer to use the premises for the purpose and period stated below.

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|  **TO BE COMPLETED BY HIRER**  | Bookings may be made by contacting:  Mrs. J. Cox, 19 Elms Close Shareshill Wolverhampton WV10 7JT Tel: 01922 418678 E-mail: jeangenie3@hotmail.com  *Please note: persons residing in Shareshill are allowed one booking per year, per family at a concessionary rate. This discount does not apply to bookings made on behalf of anyone residing outside the Parish of Shareshill.* *A non-refundable deposit of 25% of the total is to be paid at time of booking with the balance paid one month before the event on confirmation of booking. Bookings made within a shorter time scale will be paid in full at time of booking.*  *Please note no alcohol is to be brought onto the premises except that required for a toast for which there will be a charge of 50p per litre.**Cheques made payable to**Shareshill parish council*  |
| **Name**  |   |
| **Contact Details:**  |
|  Date of Hire  |    |
| Nature of function and number attending  |   |
|  Arrival and Departure Time   |  From: to:  |
| Cleaning £15 Service  |   |
| Bar facility £25   |    |
|    |    |
| Access to utilities (Water/Electricity) For external use £5 |    |

**HIRING FEES** – To include a refundable damage deposit of £100 repayable following satisfactory inspection of premises and associated areas.

**Monday to (and including)Thursday**:

Hiring is charged at £120 per day or £18 per hour dependent upon requirements. Rentals are subject to a minimum charge of £36.00.

Use of playing field £50 additional charge

**Friday to (and including)Sunday**: Weddings, parties etc. £180 per full day or £20 per hour Dependent upon requirement with a minimum fee of £40 A flat rate 4pm-11.30pm £120.

For weddings and adult parties, drinks **MUST** be purchased from the bar. A fully licensed bar is available until 11.00p.m.at a cost of £25. Bank Holiday Hire charge is double the fee quoted above.The hall must be vacated by midnight:

I hereby declare that I am over 21 years of age, have read, understood and accepted the booking conditions attached to the hire of Shareshill Village Hall.

**Deposit paid:** **£ Print Name**.........................................

**Date**................................................ **Signature**............................................

# CONDITIONS OF HIRE

**The hirer is responsible for:-**

* The supervision of the event and the care of the premises both inside and out and the contents of same.

* The safety of all persons during the event that they have organised

* The proper supervision of vehicles and the safety of users whilst parking within the car park and nearby highway

* Ensuring that amplified sound systems are supplied by the designated power supply. This supply to ensure that the maximum noise level is not exceeded.

* Ensuring that the fire doors are kept shut whilst sound is being amplified to avoid nuisance to nearby residents

* Leaving the premises and surrounding area in a clean and tidy condition with chairs and tables returned to their original position, unless the additional fee has been met for the provision of these services prior to the event.

* That no drinks are brought onto the premises when the bar is open. Ensuring that persons under the age of 18 years of age do not consume alcoholic drinks within the premises or boundary including the sports field.

* Drinks may only be self supplied with express permission from the village Hall Management Committee.

* Paying the cost of any repairs or damage done to any part of the property including the outside, or the contents of the buildings which may have occurred during their period of hire.

* Ensuring that any food served at the function and any matters relating to the supply of this food are safe for consumption. Shareshill village Hall Management Committee will not accept responsibility in any way for the food supplied.

* Ensuring that the hall is vacated and all left surplus foodstuffs have been removed, the hall left cleaned and locked by midnight, unless otherwise agreed prior to the event.

* Ensuring that the emergency exits are kept clear at all times.

* Ensuring that no candles or combustibles are brought onto the premises

* Ensuring that the premises are properly illuminated at all times during the period of hire.

* Ensuring that the hall not sub-let or used for any unlawful purpose or in any unlawful way, nor do anything, or bring onto the premises anything which may endanger the same or its occupants.

* Ensuring that children under the age of 12 are kept under supervision of their parents at all times.

* Ensuring that no nails, screws or other fixings are used during the event

In the event that the hirer wishes to cancel the booking this must take place 28 days before the event. The fee will be returned to you should a replacement booking be taken. However, it should be noted that any refund will be at the discretion of Shareshill Parish Council

**An agent of the Village Hall may**:-

* retain part or all of the damage deposit should
* refuse admission to any persons onto the premises given just cause
* shall have the right to expel any drunken or disorderly person
* Shall have the right to enter and oversee any function any function if they have reason to believe that the function is not being run in accordance with the conditions of hire, including immediate termination of the event with just cause.