

Ref. No.....

Hire Charge.....

Deposit.....

Alcohol Licence.....

Date Due.....

HAGBOURNE VILLAGE HALL BOOKING APPLICATION.....

Version Nov 2019

1 Your Request: What date do you wish to book the Hall?.....

(You can check availability for your booking on the East Hagbourne village website; go to “Our Village” and scroll down to the Hall section where you will find the booked events for the next period, as well as photos of the Hall’s rooms, a description of our facilities and answers to a large number of FAQs.)

Which room(s) do you want to hire? Large Hall (has a stage) **Yes/No**
 Small Hall **Yes/No**
 Meeting room..... **Yes/No**

N.B. The Meeting Room is available **only** for meetings, clubs and similar events.

Type of event e.g. Birthday party, wedding reception etc.....

If a birthday party, please state age.....

Opening time?.....and Closing time?.....(clearing up **must** be complete by then)**2 Our other facilities**

Do you wish to use any of these during your hire period? (Insert a “Yes” for each item requested.)

Stage.....*The stage needs to be cleared before hirers may use it so **must not be used** if not booked!***Sound system on stage** (5 channel amp with 2 speakers, mic., stereo jack lead to music source) **£10** hire charge.....**Kitchen**.....**Large drinks cooler** in kitchen.....**3 Costs****Hourly Cost of Individual Room Hire**

	Large Hall	Small Hall	Both Halls	Minimum charge	Late Charge (later than 11 pm)	Meeting Room (Min charge £14)	Both Halls and Meeting Room
Hagbourne residents	£11.00	£9.00	£15.00	£25.00	£10 (£12 w/ends)	£7.00	£20 per hour
Non-Hagbourne residents	£12.00	£10.00	£16.00	£25.00	£10 (£12 w/ends)	£8.00	

4 Alcohol sales and licensing.Do you wish to make use of the Hall’s alcohol licence? (See detailed information in “Conditions”) £20 **Yes/No**Name of person applying for licence (who **must** attend the event).....

Start and finish times of proposed alcohol sales period.....

5 Your commitment: ***I have read and understood the conditions for letting and agree to be bound by them. I am aged 18 or over.***

Signed.....Please print name.....

LANDLINE PHONE NO.....MOBILE PHONE NO.....

Email address.....

ADDRESS.....POST CODE.....

6 What happens next: If your application is accepted a confirmation will be sent, which will include details of charges. These charges are payable 10 days before the event takes place and may also include a deposit against damage. Please send all fees to the Booking Secretary whose address is given below.**7 Further information:** The summary of Hire Conditions appears after this form (or printed on attached sheet if form is hard-copy). There is a large section of FAQs on the website but you’re welcome to enquire if you need any help. Please ensure you have booked enough time to enable you to clear up after your function; the caretaker will expect to lock up within a few minutes of your Finish Time.**8 Final Stage of Booking**.....send the application to the Booking Secretary:**BY POST:** Please **RETAIN** the attached “Conditions of Letting” which apply to every booking, and send this form, when completed, to:

Geoff Leaver (Village Hall Bookings Secretary) 33 The Croft East Hagbourne OX11 9LS

OR**BY email:** send as a Word file to Geoff.Leaver@hotmail.co.uk **PLEASE DON'T send your booking form with Hire Conditions still attached. We suggest you print out these Conditions, read and keep them for reference.**

Hagbourne Village Hall

Conditions of Hire

Definitions

VHMC.....The Village Hall Management Committee

Hall.....The building and its immediate environs inside the fenced area

Hirer.....That person(s), or association, or employee thereof, hiring the Hall from the VHMC

Attendees.....Any persons on Hall property during the hire period, whether invited by the hirer or not.

SODC.....South Oxfordshire District Council

Applications for Hire

All applications for the hire of the Hall must be submitted to the Bookings Secretary on the form which is available from the Village Post Office, or can be found on-line on East Hagbourne's website.

Unless otherwise arranged, hire charges and any deposit against damage are payable at least ten days before the event to allow cheques to clear. Payment after this period must be in cash unless specifically arranged beforehand.

If an event is cancelled with less than four weeks' notice being given, a charge of 50% of the notified cost may be made, at the discretion of the VHMC. Should a hirer fail to notify the VHMC of a cancellation, a full charge will be made.

The VHMC reserves the right to refuse any application to hire the Hall. **No application will be accepted from any person below the age of 18 years, nor from any person who may owe monies to the Hall for any reason.** No function may be held without adequate adult supervision, in order to prevent unauthorised entry and inappropriate behaviour.

Alcohol

If alcohol is to be given free and no charge is to be made for admission, no action is necessary. However, if you wish to **sell or supply** alcohol, to comply with the Licensing Act 2003 and subsequent variations you must either:

a) get permission from us [the VHMC], **AND** notify both SODC and the local police at Abingdon on a Temporary Event Notice form giving at least 10 working days' notice. SODC requires a fee of £21 to accompany its notice. Having done this you will be free to make on-sales yourself. **OR**

b) apply to the Village Hall for a temporary transfer of its own licence at a fee of £20 and save a lot of SODC paperwork. If the Hall Committee approves your application you will be able to make on-sales yourself.

If you wish to take up the offer of the Hall's alcohol licence please complete this section also:

Safety

If seating is used it must be set out so as not to obstruct access to emergency doors or fire extinguishers. Emergency exit signs must be switched on during the function. Hirers must familiarise themselves with the positions of the emergency exits and fire extinguishers. Interfering with, or discharging extinguishers without reasonable cause, are dangerous and illegal practices

In the event of fire the hirer is responsible for:

- a) Supervising the vacation of the premises.
- b) Accounting for all present.
- c) Summoning assistance

The assembly point is in the car park

Note that since 1 July 2007 it has been illegal to smoke in public buildings.

Liabilities

The VHMC will not be liable for personal injury, however caused, unless directly due to the negligence of the VHMC. A similar condition refers to the VHMC's responsibility for any damage to, or loss of, property of the hirer or attendees.

The VHMC is specifically NOT responsible for the childrens' climbing frame which is in the courtyard, and has no liability whatsoever in this respect. This frame is owned and operated exclusively by the Hagbourne Preschool organisation and any queries should be directed to them.

(Please see overpage for continuation)

The surrounding **car park** does not belong to the VH, and is owned and run by the East Hagbourne Parish Council as an amenity for the whole village. Users are permitted to use the car park but it may at times be used by others attending events in East Hagbourne.

Care of the Hall.

Nothing must be fixed to the structure or the environs of the Hall without the express permission of the VHMC. Decorations may be affixed to the horizontal unpainted wooden strips mounted on the walls of the Large Hall.

Stiletto heels must not be worn as they damage the floor

Spillages should be mopped up at once to prevent the floor becoming slippery. Hirers should use the equipment kept in the cleaning cupboard.

Tables must be cleaned and replaced in the store. Please stack chairs around the perimeter of the Hall. Tables and chairs must not be dragged across the floor. Other heavy items, e.g. beer kegs, **must** be carried, not dragged or rolled.

The interior of the Hall and the area inside the fence immediately outside the entrance door must be swept clean of all refuse which should be placed in the bins provided. Plastic refuse sacks are also provided. Please place glass bottles and drinks cans in the bin marked **Recycle**. If excessive cleaning by the caretaker (including removal of chewing gum) is necessary a charge will be made.

Hirers are expected to leave the Hall in the condition found.

Breakages or damages must be reported. At its discretion the VHMC will make a charge for any repairs necessary, although each case will be considered individually.

Note that it is VHMC policy that **unreported or deliberate** damage will be charged for and the hirer will be responsible for the full cost of repairs.

General

The function must end at the time agreed and attenders must have left the Hall and all clearing up be completed at the end of the hire period. At the discretion of the VHMC a charge will be made if the hirer has not vacated the Hall within this period (this is usually applied if extra caretaking (waiting) time is required).

Amplified music should be played with consideration for the Hall's neighbours. Windows and doors on the village (South) side of the Hall must remain closed while amplified music is played. The doors on the car park (North) side may be opened if so wished.

After a late night function, and in consideration for local residents, please ensure that attenders leave as quietly as possible.

The Hall's Premises Licence is issued to the VHMC by SODC. This document contains further conditions and obligations applicable to both the VHMC and hirers and may be seen on request. In the event of any conflict between these conditions and those of SODC's Licence, the latter shall prevail.

The Hall is run as a facility for use of the villagers of the Hagbournes and for the public in general and is administered and maintained by voluntary effort. Please help the VHMC to keep it in good and tidy condition.

The Hall has a fully-documented Complaints procedure. If you have any complaint about any aspect of your Hire, whether it be about the building itself or the booking/hiring process, please contact the Chairman or any Committee member in the first instance.