

MARCHINGTON WOODLANDS VILLAGE HALL

Tinkers Lane, Marchington Woodlands, Uttoxeter ST14 8PF

(January 2024)

****PLEASE REFRESH YOUR BROWSER WHEN VIEWING TO BOOK THE HALL, TO BE SURE YOU HAVE THE CURRENT VERSION.**

IF YOU WISH TO VIEW THE HALL OR HAVE ANY SPECIAL REQUIREMENTS FOR YOUR EVENT, PLEASE SPEAK TO THE BOOKING SECRETARY OR OTHER COMMITTEE MEMBERS.

BOOKING FORM / HIRING AGREEMENT

PLEASE COMPLETE THIS FORM AND EMAIL BACK TO BOOKING SECRETARY WHEN YOU KNOW THE DATE IS FREE IN THE VILLAGE HALL CALENDAR.

THIS AGREEMENT is made on today's date (1) between the COMMITTEE (2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned (4):

A) THE COMMITTEE agrees to permit the HIRER to use the premises (5) for the purpose (6) and for the time period(s) (7) set out below,

1. Today's date _____

2. Marchington Woodlands Village Hall Management Committee Authorised representative _____

3(a) Hiring Organisation (if applicable) _____

(b) Organisation's authorised representative or individual Hirer:

Name _____

Address _____

Tel. No. _____

Email Address _____

4) Hire charges

4(a) Special Deposit **£ 50.00** Please pay special deposit on signing Hiring Agreement to secure the booking.

The special deposit is refunded to the Hirer, once we have checked that the hall/field is ok after the event/function has taken place.

Hirer's details for special deposit refund after event/function:-

Name _____

Sort code _____ Account no _____

(b) Hiring fee £_____ Please calculate the total hire fee for the hall and/or field using the hire charge table on the village hall website www.mwvh.co.uk.

The full hire fee is to be paid 7 days before the event/function.

If paying the special deposit and/or hire fee by BACS, it is important to please ref your name and hiring date.

Please also let the Booking Secretary know when a special deposit or hire fee payment has been made.

Village Hall payment information:-

Account Name Marchington Woodlands Village Hall

Sort code 77-27-24 Account no 07239160

5(a) Village Hall usage details below

Hire Date_____ Start time_____ Finishing time_____

(b) Field usage details below

Hire Date_____ Start time_____ Finishing time_____

(c) How much of the field area will be needed_____

What is the field to be used for_____

Will any equipment or temporary structures be put in the field **Yes/No**

If Yes, please provide further details_____

For hall access reasons, please provide the name of company that is supplying the equipment or temporary structure.

(d) **If alcohol is going to be sold** during the period of hire, then an application must be made to **ESBC** for a Temporary Event Notice, as the village hall premises are not licensed for alcohol sales.

(e) If bouncy castles or other inflatables or similar items are to be used, please be aware that Marchington Woodlands Village Hall insurance policy does not cover a Hirer for using this type of equipment. It is the Hirer's responsibility to investigate and make sure that public liability insurance will be in place for the activity concerned. If insurance is not being provided by the supplier of the equipment, the Hirer should take out their own cover for the event. If requested by the Committee, the Hirer will provide evidence that appropriate insurance is in place.

(f) Will it be necessary to unlock/open the entrance barrier (**7 Feet high**) for your event, for vehicles to access the car park/premises **Yes/No**

6. Purpose of Hiring: Private/Public* **(* Delete as appropriate)**

What type of event are you hiring the hall for, e.g. children's party, public meeting

7. Period of hiring: in addition to the times in 5. above, the hire fee includes two hours setting up time before the event starts and one hour tidying away after it finishes.

PLEASE SPEAK TO THE BOOKING SECRETARY IF MORE TIME IS GOING TO BE NEEDED

PLEASE LEAVE THE HALL TIDY. BRUSHES, ETC ARE STORED IN THE BAR AREA.

ALL RUBBISH MUST BE TAKEN AWAY FROM THE PREMISES AFTER THE EVENT AND DEALT WITH APPROPRIATELY BY THE HIRER.

Please read other information about the hall on the website. Any questions please ask.

B) THE HIRER, being over 18 years of age, having read the Committee's Standard Conditions of Hire and the Special Conditions of Hire for Public Events as set out on the Terms & Conditions page of the Village Hall's website (<https://www.mwvh.co.uk/termsandconditions>), acknowledges and understands these terms and conditions and

agrees with the Committee to be present during the hiring and to perform all relevant provisions and stipulations contained or referenced therein.

It is hereby agreed that the Standard Conditions of Hire and the Special Conditions of Hire for Public Events (separate Schedules that can be downloaded and/or printed via the Booking page of the Village Hall's website - <https://www.mwvh.co.uk/book-the-hall>) form part of the terms of the Hiring Agreement unless specifically excluded.

C) THE SCHEDULE OF SPECIAL CONDITIONS OF HIRE FOR PUBLIC EVENTS is excluded from forming part of the terms of the Hiring Agreement if the hall is being hired for a private event. (Per the Purpose of Hiring in 6. above)

AS WITNESS the hands of the parties hereto:

SIGNED by the person named at 2(a) above on behalf of the Marchington Woodlands Village Hall Management Committee

SIGNED by the person named at 3(b) above (on behalf of the organisation named at 3(a) above, where applicable): I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

Additional Information for Hirers

The entrance key for the hall is kept in the black key locker BOX on the right-hand side of the front door. **Please speak to/text the Booking Secretary to request the access code before your event date.** A defibrillator is housed in the yellow locked cabinet at the front of the building. In the event of a suspected cardiac arrest one person should start CPR and someone else should **DIAL 999 OR 112** and ask for **AMBULANCE**. If the call handler asks if there is access to a defibrillator before an ambulance or paramedic arrives, tell them that the registered site location for the village hall is 3158. The Ambulance Service call handler will supply the code (C2570X) to access the cabinet. Follow the call handler's instructions.

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