

MICKLE TRAFFORD VILLAGE HALL – FUNCTION HIRE AGREEMENT

BOOKINGS AND PAYMENT

1. To pay for all room bookings for which it is invoiced whether the Group uses or cancels the booking, by cheque, or Internet Banking or BACS (in which case the invoice number must be used as the payment reference).

2. To pay the correct rate as published from time to time for all bookings as stated the published list of room charges and to inform the Trustees if its status changes so paying the correct rate applicable on the day the booking is made.

3. Not to make bookings on behalf of any other Group, company, organisation, government body, quango, consortium, partnership or other entity.

4. Any booking not paid for within the period stated on the invoice may be cancelled forthwith by the Trustees.

SAFETY AND SECURITY

5. To ensure the safety and security of people and property in Village Hall; for example the group agrees not to block nor interfere in any way with fire exits, not to cover heaters, to use electrical appliances safely. They should undertake its own Risk Assessment and take out suitable insurance where necessary.

6. To ensure that everyone entering Village Hall as a result of the group's use the Village Hall is aware of and adheres to the established fire evacuation procedure. When the fire alarm sounds everyone must immediately leave the building by the nearest fire exit and go to the fire assembly point in the car park. No one may re-enter the building until authorised to do so by the Fire Service or the Trustees.

7. To appoint people to be responsible for ensuring that all people with limited mobility attending the group's activities, including wheelchair users, can leave the building safely if the fire alarm is sounded.

8. In the event of any emergency or concern about safety it will immediately contact the Trustees .See page 4 for trustees contacts.

USE OF MEETING ROOMS

9. Dependent on which room they are hiring, agrees to ensure that no more than [insert] people use the shooting range; no more than [insert] use the lounge/conference room; no more than [insert] use the lower committee room or [insert] use the upper committee room. Please note only the rooms hired to the User group may be used.

10. Accepts that Trustees are not responsible for ensuring that any group's projection equipment or computer will work with the lounge/conference room projector. It is the responsibility of the User Group to make their -own check regarding operability

11. The Hirer may use their own disposable plates, mugs, utensils etc. but undertakes to clear these up and dispose of them in an appropriate manner. Non disposable plates, crockery, and cutlery or drink containers provided by the Hirer, or the property of the

Village Hall, may be used in any room but must be washed up, dried and put away at the end of the hire period. The Fridge must be emptied and left in a clean condition.

12. To leave all rooms and areas which they hire within Village Hall clean and tidy, cleaning whiteboards and flipcharts, removing its property, putting all rubbish is to be taken away by the hirer and not left on site, failure to remove rubbish will forfeit the cleaning deposit. All furniture and equipment is to be returned to the place where it was found specified on any notices. A vacuum cleaner is available to clean carpets and floor covering to ensure that the room is left clean and tidy for the next Hirer.

13. Not to damage any Village Hall property, and to immediately inform the Trustees of any such accidental damage and to pay the Trustees the cost of making good any damage or loss caused by the Hirer. No balls games are permitted anywhere in the Village hall at anytime.

14. Not to put up any notices on the outside of the building including doors, or any part of the inside of the Village hall except on official notice boards. The use of blu-tac/drawing pins and staples or similar material on any surface in the Village Hall is not authorised at anytime.

15. To return all access cards/keys issued to it by the Trustees promptly on request.

16. To ensure that no animals are allowed into the Village Hall with the exception of guide dogs.

17. Not to cause any disruption to people outside any rooms it has hired.

GENERAL

18. The person signing this agreement will be the group's sole contact person with the Village Hall and, if the group's contact person changes, to give contact details of the new contact person to the Trustees.

19. Not to use the Village Hall for any purpose that is illegal.

20. That the Trustees can withdraw permission for the group to use its meeting rooms at any time.

21. To abide by any changes in these rules, which the Trustees notify to it in writing or by email.

22. At termination of the agreement user storing equipment at the Village Hall are required remove all their items of equipment within 5 days or advise the Village Hall Trustees that they require additional time up to 21 days failing this all items of equipment will be deemed to the given to the Village Hall as a donation by the user group for the Village Hall to keep or dispose of as it sees fit.

23. Users of the Village Hall will only be permitted to use the facilities during the times stated in the agreement, this includes setting up and tidying up time.

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HIRER TO COMPLETE

Name of contact person: _____ Date: _____

I confirm that have read and agree with the terms and conditions of this hire agreement.

Sign: _____ (signature of contact person)

Address: _____

Email: _____ Phone: _____

Website (if your group has one): _____

Proposed Date and Time of Hire: _____

Please tick all Rooms required below:

Lounge (only)

Lounge and Bar

Ground floor Meeting Room

First floor Meeting Room

Activities Room (Rifle Range)

Kitchen

NOTE:

The above agreement must be signed and returned to the TRUSTEES, MICKLE TRAFFORD VILLAGE HALL for confirmation of availability. Booking will only be accepted on full payment of appropriate hire charge and deposits by Hirer. Bar facilities are to be direct arranged with licensed operator of the bar (VILLAGE HALL CLUB) and do not form part of this agreement.

OFFICE USE:

Date Received: _____

Booking Confirmed _____

Payment Made £ _____

Deposits to be paid in advance at time of booking by hirer and will be returned following inspection of the hall and the return of Key Entry Fob. Bookings will only be accepted on full payment of Hire Charge and Deposits.

Key Deposit £25 Post Dated Cheque

Cleaning Deposit £25 Post Dated Cheque

NOTE: The Hirer is responsible for removing ALL their rubbish from site or the deposit will be withheld.