

BOOKING FORM

NAME :

ADDRESS :

.....

.....

DAYTIME PHONE NO. :..... EVENING PHONE NO. :.....

EMAIL ADDRESS :@.....

ORGANISATION :

DATE HALL REQUIRED :

TYPE OF EVENT : Meeting / Party / Disco / Presentation / Other

LAYOUT REQUIRED :

TIME FROM TIME TO

(Please allow time for setting up and clearing away)

I wish to hire the Hall, as stated, and agree to abide by the Terms and Conditions of Hire as listed below. I enclose the full fee with my booking. Please note that all bookings are provisional until payment received.

Please make cheques payable to Darnhall Village Hall

Signed..... Print Name

PLEASE RETURN YOUR COMPLETED FORM AND PAYMENT TO :

Mrs A Clarke

3 Clare Place

Winsford

CW7 1HB

Phone No. : 0787 205 9558

DARNHALL VILLAGE HALL

TERMS AND CONDITIONS OF HIRE :

1. Bookings must be paid for in advance.
2. The Hirer is liable for all breakages
3. Please try to ensure minimal disturbance to local residents particularly when leaving the Hall late at night.
4. It is very important, and the responsibility of the Hirer to ensure, that the capacity of the Hall is not exceeded. Because it is the law, failure to comply could result in Police action.

MAXIMUM CAPACITY IS 80 FOR ALL HALL USES

5. Preparation and clearance of the Hall is the responsibility of the Hirer. THE HALL SHOULD BE LEFT AS ONE WOULD WISH TO FIND IT. If cleaning is required the Booking Clerk / Caretaker will advise, and further charges may be incurred. Any tables and chairs used must be returned to the storage area. All rubbish should be removed from the Hall to the bins at the rear of the Hall. (Directions to the nearby tip can be given for large amounts)
6. Hirers may request a key, to be held for the period of hire, obtainable from the Booking Clerk / Caretaker. This should be returned immediately after the event. This arrangement is discretionary.
7. Disco / Bands / Party : volume must remain at a reasonable level as determined by the Village Hall Committee.
8. A decision by the Village Hall Management Committee, or their appointed representative, shall be final, and accepted along with these rules as part of the conditions of hire.
9. Parking vehicles should be to the rear of the building on the car park, leaving access to the front of the building for emergency purposes. Cars are parked at the owner's risk.
10. Any use of inflatable play equipment inside or outside the Hall, eg 'bouncy castles', by users must be covered by users own indemnity insurance, and rental charges will be higher.