

BASILDON VILLAGE HALL AND RECREATION GROUND

Bethesda Street, Upper Basildon, Berkshire RG8 8NU • Registered Charity No. 300115

HIRING AGREEMENT

FACILITIES

Please tick ONE box for facility required:

- DIXON HALL
 BRUTON HALL
 ENTIRE HALL (excluding Committee Room)
 COMMITTEE ROOM (No food allowed)

Please note that this is a village hall, not a fully stocked establishment, and amongst the many things that we do not provide are tea towels, table linen, etc., but check with the Bookings Secretary when making your arrangements.

DETAILS

Please print

Date of actual function: Day Date Month Year

Time(s) of hire: Day from to hours

(see † below) Day from to hours

Day from to hours

† The facilities are normally available between the hours of 08.00 and 24.00 Mon–Sat, and 09.00 and 22.00 on Sundays. The Hall MAY be available the day before and after the event, for setting up and clearing away. If such times are required, include them when booking (*please see Rule 8*). Please note, there is a minimum charge of 2 hours.

Total hours

Hirer's name

Address

Postcode

Telephone No Mobile

Email

Anticipated number of persons attending, including all helpers and performers Approximate age range of persons attending

All proposed arrangements related to the use of the **RECREATION GROUND**, the serving/sale of **ALCOHOLIC DRINKS**, and the provision of **MUSIC**, must be made known to, and approved by, the Bookings Secretary BEFORE the booking can be confirmed. Any subsequent changes must also be notified. The BVHRG Management Committee reserve the right to cancel a booking/terminate the function if the agreed arrangements are not adhered to.

RECREATION GROUND

Is the Recreation Ground to be used? YES / NO

If YES, please give details

ALCOHOLIC DRINKS

Supplied free to guests, at no charge, by the organiser YES / NO Location

'Bring your own' YES / NO Location

There will be a chargeable bar * YES / NO Location

No alcohol will be provided or consumed YES / NO

* *Please note that you must obtain the permission of BVHRG before selling alcohol. A charge of £21 will be levied. Please supply the name of the person in charge of the sale of alcohol overleaf.*

MUSIC

See separate sheet "Music and noise nuisance"

Unamplified, live music YES / NO Location

Disco YES / NO Location

Amplified, live music YES / NO Location

No music at all YES / NO

RESPONSIBLE PERSONS

The Hirer will be required to have present throughout the whole duration of the function, at least one "Responsible Person" aged over 21 years who will not be engaged in duties that will prevent him/her from exercising general supervision.

Names of Responsible Person(s) must be supplied to the Bookings Secretary.

Name of Principal Responsible Person

Mobile No Home Tel No

If the function is a **PUBLIC ENTERTAINMENT EVENT**, the number of Responsible Persons is increased as follows: Up to 100 persons = 2; 100-249 persons = 3; 250-300 persons = 4. Please list additional names below:

Please PRINT ALL NAMES.

2nd person 3rd person

4th person

Sale of ALCOHOL

Name of person in charge of sale of alcohol (if applicable)

HEARING LOOP

A Hearing Loop is available on request FREE of charge. Please tick the box if you would like it made available, or you would like further information.

DEPOSIT AND COST OF HIRE

At the time of booking the Hirer is required to make a **refundable deposit of £20 or 50% of total hire charge**, whichever is the higher. The deposit will be returned to the Hirer within 14 days of the event unless deductions are necessary. Deductions are at the absolute discretion of the Committee and will be made in the event of any of the following:

- Breach of the General Rules of Use and Hire
- Failure to clear up to a satisfactory standard
- Damage and breakages however caused during the period of hire

In the event of cancellation the deposit is refundable only at the discretion of the Committee.

The **COST OF HIRE** is to be paid to the Bookings Secretary at least 14 days BEFORE the date of hire.

All cheques to be made payable to **Basildon Village Hall**.

DECLARATION

Please tick

I confirm that I have read a copy of the 'General Rules Governing the Use and Hire of Basildon Village Hall & Recreation Ground', and will strictly observe all the conditions.

I enclose a cheque to the value of £ and **made payable to Basildon Village Hall**, as a refundable deposit for my booking.

Signature Date

Please note that the Committee reserves the right to refuse use of the premises at any stage without refund of any fees or deposit held if inaccurate or misleading information is given.

RETURN ADDRESS

To return this form either place in the letterbox at the Village Hall, or post it to the **Bookings Secretary**:

Mrs Celia Lines
Crossways
Park Wall Lane
Lower Basildon
Berkshire RG8 9PA ... **and please remember to include your deposit.**

OFFICE USE ONLY

CONFIRMATION OF BOOKING

A signed copy of this form will be returned to you as confirmation of your booking.

Signature Date
pp. BVHRG Bookings Secretary / Treasurer

MONIES DUE

TOTAL COST OF YOUR HIRE = £ and is to be sent to the Bookings Secretary at least 14 days BEFORE the date of hire. **Cheques should be made payable to Basildon Village Hall.**

Basildon Village Hall & Recreation Ground (BVHRG) Management Committee

Bookings Secretary – Celia Lines: 07900 681 975 / 01491 671 893 / clines99@aol.com

Chairman – Claire Burroughs: 01491 671442 / cjb99@btinternet.com