

BRANSGORE PARISH COUNCIL

VILLAGE HALL, 116 Burley Road, Bransgore, BH 23 8AY.

BOOKING FORM

I wish to hire the Bransgore Village Hall on DATE(S).....
(If more than one day is required and times vary please supply separate booking forms.)

DESCRIPTON OF EVENT.....

I require the following:-

Facility:-	Time:-	No. Hours:-	Rate:-	Total:-
MAIN HALL	From.....To.....	£.....	£.....
SMALL HALL	From.....To.....	£.....	£.....
KITCHEN	From..... To.....	£.....	£.....
COMMITTEE ROOM	From..... To.....	£.....	£.....
TOTAL PAYABLE			£.....	

Hirers are responsible for setting up and putting away. Please list any equipment (eg, tables and tables) you wish to be made available, and in which room:-

.....

.....

Contact the Clerk for details of available equipment.

I enclose a deposit of £....., being 50% of the total payable, plus a deposit of £25 which is refundable subject to compliance with the Conditions of Hire.

I understand that the balance of payment is to due 7 days prior to the date booked.

All cheques to be made payable to "Bransgore Parish Council".

I confirm I have read the Conditions of Hire (attached), and agree to comply with them.

Name of person making the Booking:-.....

Address

.....

..... Post Code.....

Telephone No..... E-mail address.....

Signature..... Date.....

Please retain one copy of this form and the other return the form with the Deposit to:-

The Clerk, Bransgore Parish Council, Village Hall, 116 Burley Road, Bransgore, BH23 8AY.

Telephone:- 01425 674155

E-mail:- council@bransgore-parish.gov.uk

CONDITIONS OF HIRE

APPLICATIONS:- will not be accepted more than 12 months in advance. The Council reserve the right to decline an application. Persons wishing to hire the premises must be over 18 years of age. The hiring may not be assigned or transferred to any other person, persons or organisation without prior written permission of Bransgore Parish Council. Hirers must ensure that Conditions of Hire and any specific arrangements or instructions are complied with at all times.

COMMERCIAL SALES:- The premises are not available to businesses/individuals for commercial sales.

ATTENDANCE NUMBERS; - The Council reserve the right to limit the numbers allowed using the Village Hall at any one time. Main Hall:- 250 persons standing, 200 seated. Small Hall:- 70 standing, 50 seated.

PAYMENT:- 50% of the hire charge is payable at the time of booking, and the balance of the hiring fee is payable not less than 7 days before the date of the hiring. If a hiring is cancelled by the Council the Deposit will be returned to the hirers in full, but no compensation will be paid by the Council in respect of any loss sustained by any person due to the cancellation of the hiring. If a hiring is cancelled by the hirer the deposit will be retained in full. Use of facilities other than those specifically stated on the Booking Form will incur an extra charge.

DEPOSIT: - A deposit of £25 is payable. This Deposit will be held for 14 days after the hiring, and will be refunded subject to compliance with booking conditions and no damage having occurred. Failure to abide by any of the conditions could lead to forfeiture of the deposit.

If payment and/or deposit is not received at the times due Council reserve the right to cancel the booking.

DAMAGE:- Any damage must be reported to the Warden and will be deducted against balance of deposit in hand. Bransgore Parish Council reserves the right to charge for repairs in excess of the deposit should damage incurred by a hirer exceed that of the deposit collected.

TIMES OF HIRE:- Booking times must include time for setting up and clearing away. The Warden will open the Hall and will be present to collect the key and/or lock the Hall at the end of the time booked. The premises must not be left unattended during hiring, must not be used by hirers before the booked time and must be vacated at the time stated. Failure to observe these conditions will result in a charge being made against the deposit.

EMERGENCY PROCEDURES: - The nearest public telephone is in Westbury Close. In case of fire please vacate the building and dial 999.

Hirers must familiarise themselves with Fire/Emergency exits and evacuation procedures, and make arrangements for these procedures to be followed in an emergency.

EMERGENCY LIGHTING: - This will activate automatically should normal lighting/power supply fail

FIRE EXITS: - Fire doors are to be kept closed and unobstructed at all times.

NOISE Noise must be kept to a minimum. Music and other noise must be indistinct at Burley Road prior to 11pm, and inaudible at Burley Road after 11pm. Hirers should ensure their guests leave quietly.

TIMING AND CESSATION:- The hall must be vacated promptly at the time stipulated on the booking form, or not later than 11.45pm, whichever is the earlier. Power to the stage sockets in the Village Hall is automatically turned off at 11.30pm and any equipment still operating may be damaged. The Council will not accept responsibility for such damage.

ANTI-SOCIAL BEHAVIOUR:- Hirers are responsible for ensuring that anti-social behaviour does not take place on the premises. Nothing calculated to produce a disturbance or a breach of the peace is permitted on the premises.

EVENTS OPEN TO THE PUBLIC:- Hirers should ensure they have their own public liability insurance, and have carried out a Risk Assessment. A copy of the Insurance Certificate is required prior to Booking and a copy of the Risk Assessment is required prior to the event. Bransgore Parish Council has Public Liability Insurance for the premises and Council's equipment.

SALE/SUPPLY OF ALCOHOL:- The Village Hall can have 12 Temporary Event Notices (TENs) per year. Permission must be sought from the Parish Council, and given in writing, prior to applying to New Forest District Council for a TEN to sell/supply alcoholic liquor. A copy of the licence must be supplied to Bransgore Parish Council prior to the event. All conditions relating to the TEN must be met.

CHILDREN'S SAFETY at events: - When young people of eighteen years or younger are present the Council require supervision of one adult to every ten young people (Adults being 25+ years). Hirers must be over 25 years of age and must be present at the function, and have responsibility to ensure that children are safe and cannot be harmed. The adults have responsibility for the children's safety at the event and for safe access and egress to the event. Hirers have responsibility for ensuring that entertainment and/or activities are suitable for the children attending, or for their exclusion when necessary.

GENERAL:-

- Hirers are not permitted to attach any **decorations or notices** to the fabric of the premises. No sellotape, drawing pins or fixings of any kind can be allowed without the prior permission of the Council.
- The wearing of **footwear** especially stiletto heels, which might cause damage to floors, is not permitted.
- **COOKING FACILITIES:-** are only available for heating/serving ready prepared food.
- **RUBBISH:** -Hirers must leave the Hall in a clean and tidy condition. Hirers are responsible for the removal of ALL rubbish, please bring black bags and TAKE THEM AWAY with you.
- **LIGHTS, Doors & WINDOWS:-** Hirers must ensure that all the lights are switched off, and all windows and doors secured before leaving the hall.
- **CAR PARKING:** is available at owners risk. The Council cannot accept any responsibility for any damage to vehicles, or loss of any property there from.

IF YOU ARE REQUIRE ADVICE ON ANY OF THESE CONDITIONS PLEASE CONTACT THE CLERK TO THE COUNCIL PRIOR TO BOOKING.

As a responsible Parish Council we operate on a "Good Neighbour" principle. Please do your best to ensure that your guests/participants at any event leave the premises as quietly and promptly as possible at the end of the Hiring.

The Warden or Council representative reserve the right to terminate any event at any time where they determine a breach of terms or conditions of any licence has occurred.

BY ORDER OF BRANSGORE PARISH COUNCIL

The CLERK,

The Village Hall, 116 Burley Road, Bransgore, BH23 8AY.

01425 674155. council@bransgore-parish.gov.uk