

## Cotesbach Village Hall Booking Form 2019/20

Name of person booking the Hall:	
Organisation or Group organising the event:	
Contact Details:	Home: Mobile (required): Email:
Date / Dates of Intended Rental:	
Time the Hall will be needed for your booking (including for preparation and clearing up afterwards).	Start: Finish:
Purpose of Rental e.g party, meeting, event.	
Number of people attending the event	
Will you require the use of (please circle) the:	Kitchen: <span style="float: right;">Yes    No</span> Projector and/or speakers: <span style="float: right;">Yes    No</span>
Will you require the use of additional 6ft trestle tables? (Four are available.)	Yes    No
Will you be employing live music or a disco?	Yes    No
Will you be present for the whole time of the booking?	Yes    No
If not, who will assume responsibility on your behalf for the safety and running of the event?	Name: Address:  Mobile:
You must provide two mobile numbers for people who will be attending the event if they need to be contacted in an emergency	Name of person 1: Mobile: Name of person 2 Mobile:

The **Booking Secretary** is Margaret Wild, Ty Sammy, Main Street, Cotesbach – it is opposite the phone box at the Rugby end of the Village. Tel: 01455 203129. If unavailable contact Stuart Rimmington 01455 559732.

## Conditions of Booking Cotesbach Village Hall.

**1. Cost of Hire:**

	<b>From 01/09/17 to 31/08/20</b>
Statutory Bodies and Companies	£16.00 per hour
Community Users ie Private Bookings, Charities, Societies & Clubs	£12.00 per hour

**2. Minimum Booking Period** - three hours.

**3. Refundable Deposit** – a deposit £50-00 must be paid to confirm your booking. It will be returned after the event on the satisfactory inspection by a member of the Village Hall Committee.

**4. Cancellation Charges**

- For cancellations **more than one month** in advance of the event, there is no charge and any deposit and hire fee will be refunded in full.
- For cancellations **more than seven days but less than a month** in advance of the event, a charge of 50% of the hire charge will be made and the deposit returned in full.
- For cancellations **within seven days** of the event, a charge of 75% of the hire charge will be made and the deposit returned in full.

**5. Payment & Completed Application Form** – payment for rental and the deposit must be made to the Bookings Secretary at the time of booking together with the completed booking form. The Cotesbach Village Hall Bank Account is: 70274429 Sort Code: 20 – 49 - 08

**6.** Below is a recommendation of occupancy numbers:

<b>Type of Occupancy</b>	<b>Maximum Number</b>
Closely Seated	100
Seated at Tables	70
Dancing - No Tables	90

The main Hall is approximately 10x8 metres.

**7.** Emergency exits must remain free of obstacles at all times. Hirers will make themselves aware of the procedures for evacuating the building in the case of fire and assume responsibility for the health and safety of attendees.

**8.** Please ensure the seats are stacked away from the storage heaters regardless of whether the storage heater are on or off. Please stack them on the window side of the Hall.

**9.** Please never use Sellotape to affix items to the wall as it may damage the paintwork.

**10.** You are responsible for ensuring a nominated person is aware of the location of the three fire extinguishers, their suitability for different types of fire, the two emergency exits, the evacuation procedure and the nominated assembly point at the far side of the car park.

**11.** A First Aid kit is provided in the kitchen. If there are accidents during your time in the Village Hall please record details in the Accident Book which is kept with the First Aid kit.

**12.** Electricity trip switches are located in the wall cupboards at the far end of the kitchen. Water stop cock is located in the corner of the Gents Toilets.

**13.** The door to the bar from the Hallway must never be jammed open. It is a condition of our alcohol licence that alcohol is not accessible to people who are under aged.

**14. The building must be vacated by midnight.** All attendees at events are asked to leave quietly to avoid disturbing our neighbours.

**15.** If you are using The Village Green and have music or a microphone please consider our neighbours.

- 16.** Alcoholic drinks will not be available to anyone under 18 within the premises. This includes the car park and adjacent field. Only alcoholic drinks purchased from the bar are to be consumed on the premises.
- 17.** The bar may be available for hire. Please enquire. Unless a member of the Village Hall Management Committee is on site for the entire event, the Hirer is responsible for ensuring that the the bar's licence conditions are upheld.
- 18.** Anyone vulnerable or under 18 years of age will be supervised by the organiser at all times. It is the responsibility of the Hirer to ensure that the requirements of the Village Hall's Safeguarding Policy are upheld, including DBS checks being logged if required.
- 19.** The Hall is to be left in a tidy and clean condition on conclusion of the event. Any spillages will be wiped up promptly especially on the polished floor in the main Hall.
- 20.** All heating and lights will be switched off and all doors and windows will be locked on leaving the building.
- 21.** Any damage incurred to the floors, fabric of the building, its facilities or contents will be reported to the Bookings Secretary immediately. All and any breakages or damage must be paid by the person booking the event.
- 22.** All keys to the Hall will be returned to the Bookings Secretary within 24 hours of the end of your agreement.
- 23.** The Village Hall is subject to regular inspections and these can be inspected if required.
- 24.** Possession of a Village Hall key is covered under the key holder policy.

**By signing I agree to the terms of the booking as stated above.**

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

**No booking is confirmed until a completed booking form and deposit is received**