

Mendham and Withersdale Village Hall Committee

- Booking Form

(see also the 'Terms and Conditions of Hire' and 'Hire Rates' documents)

The Hall is hired as a single unit which covers access to the main hall, kitchen, toilets and meeting rooms.

A copy of this Booking Form should be retained by the Hirer and a copy signed and returned to the Hall Manager.

Name of Hirer:	Event:
Address:	Landline:
	Mobile:

The Hirer must be at least 21 years of age and give a landline telephone number and address

Date(s) of hire:

Hire fee – see 'Hire Rates' (copy enclosed with this Booking Form):

Deposit – £150 *(at the discretion of the Hall Manager)*: _____

Total: _____

Deposit retained *(for breakage or damage)*: _____

Balance of payment to Hirer: _____

Please keep this with you during the hire period. If you have any problems, please contact:

Julie/Colin Herbert: 01379 588202, 07967 480484, 07976 951765

Tony/Julie Fox: 01379 586472, 07760 195076

Conditions

Please see the 'Terms and Conditions of Hire' (copy enclosed with this Booking Form). The Management Committee reserves the right to enter the premises during any event in order to check on security, safety and compliance with the 'Conditions of Hire'.

The Hirer is responsible for both the care of the Hall and the safety and well being of people in the Hall

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Opening and closing the Hall (electrical items)

Opening the Hall (green dots)

- Press the two switches (on the green dots) in the entrance corridor to activate power in the Hall
- Press the switches (on the green dots) in the kitchen or elsewhere to activate facilities as required

Closing the Hall (red dots)

- Press ALL switches (on the red dots) in all the rooms that have been used
- Press the switches (on the red dots) near the main entrance as you leave

Not all light switches and sockets have green/red dots as these are the same as domestic switches and should all be left in the 'off' position.

Thermostats (orange dots)

Thermostats for the toilet heaters and the toilets and kitchen water heaters should be left with the orange dots aligned.

Note that some red lights near the disabled toilet will be glowing red as these are the supplies for the sewage treatment plant and other systems. Also, emergency lights will still be lit in the corridor and main hall when you leave the building. In the dark, the external lights will automatically go out when you leave the car park.

During the hire period

- Fire escapes (clearly marked) must be kept clear of obstacles at all times
- Music must stop before 12 midnight and all efforts to minimise noise should be taken after 22:00 (a condition of our planning permission). The Hirer will be held responsible for any nuisance claims emanating from failure to comply with this requirement.
- Where outside events include music, the hall committee reserves the right to consult with Mid Suffolk District Council regarding noise restriction and the Hirer will comply with MSDC's requirements
- Food and hygiene regulation compliance is the responsibility of the Hirer

Keep this Booking Form (copy) with you during the hire period as you may need the Opening and Closing instructions and the telephone numbers! Thank you for your help and co-operation

I have read and accept the 'Terms and Conditions of Hire':

Signature of Hirer:

Date: