

SALFORD VILLAGE HALL

Application for Hire of the Hall

Please keep this section for your records

I would like to hire Salford Village Hall for the period indicated on the bottom half of this form and I understand that I will be charged for the hire of the Hall from the time that the key is collected until the time it is returned, including any time in which equipment is stored in the Hall. I understand that I will be responsible for the Hall, its contents and any other all goods/property stored in the Hall during the hire period.

Your deposit cheque will not be cashed, dependent upon the state in which the Hall is left.

Hire charges

£6.00/hr Booking by a Salford Village Organisations & Residents
£11.00/hr Bookings by non-Salford Village Organisations & Residents
(£9.50/hr if 6 months or more booked)

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Please return this section of the form to the Bookings Secretary. Please call the Bookings Secretary on 07592 009 265 if you need help.

SALFORD VILLAGE HALL - Application for Hire of the Hall

Your name.....

Your address and telephone no.....

Your e-mail address.....

Date you would like to book the Hall.....

Time you want to book the Hall.....

I am/am not* a resident of Salford Village (*please delete, as appropriate)

My function at the Hall will be (please put a 'x' in ONE box)

Private function Meeting/function for a Village organisation

Alcoholic licence (please only complete if applicable, by putting a 'x' in the box)

I intend to sell intoxicating liquor during my period of hire

Name of my appointed Licence holder.....

The name and postcode of my Steward will be

I enclose a cheque for full payment for the hire period

I enclose a fully-refundable deposit cheque of £40 that will be destroyed after the booking, providing that the Hall is left clean and undamaged.

Please note that we need both cheques at least 7 days before the period of hire. Until both cheques are received, we will be unable to confirm your booking. (Please make cheques payable to 'Salford Village Hall')

I hereby apply to hire Salford Village Hall; I agree to abide by the rules listed on the reverse of this sheet.

Signed..... Date

Address

Please tick if you need an e-mail receipt. If yes, please write your e-mail address clearly below.

Salford Village Hall Terms & Conditions

The charge for the use of the premises shall be in accordance with the above schedule for the whole or any part of the premises, but the Committee shall have the power to waive or reduce such charge in such cases as the Committee may think fit.

Any person or organisation hiring the premises shall:

1. be responsible for checking and reporting to the Hall's Secretary any obvious damage to Hall or fixtures before the period of Hire;
2. pay the full costs of any breakages of equipment or damage to the premises;
3. be held responsible for ensuring that order is kept at all functions and that fire precautions regulations are met, including the following:
 - emergency lights and exit signs must be turned on;
 - the sliding bolts on the exit doors must be withdrawn so that the doors open freely;
 - all doorways must be kept free from obstruction;
 - gangways between chairs must be a minimum of 3'6" wide and free from obstruction;
 - not more than 80 seated people may be allowed in the Hall at any one time.;
 - turn down music after 23.00, turn off music after midnight and vacate Hall latest by 01.00
4. The Committee reserves the right to refuse any person admission to the premises, without giving any reason;
5. The Hall must be left in a reasonable condition for the cleaner. The Committee have sole discretion to use some or all the deposit paid should any extra cleaning be required.
6. Anything in the Hall belonging to the Hirer(s) is at the Hirer(s) own risk.
7. Any equipment belonging to the Committee (e.g. chairs, tables etc.) shall not be taken out of the Hall without prior permission. If such permission is given, the Hirer will not leave any equipment out overnight. Condition 1, above, shall apply at all times.
8. No person under the age of eighteen will be permitted to book the Hall.
9. The Hirer(s) agree to be bound by the terms, exclusions and conditions of the Salford Village Hall insurance and agree to indemnify it's Committee of any arising liability.
10. Hirers of the Hall for commercial purposes must hold their own Public Liability Insurance.
11. The Hall's kitchen should not be used for significant food preparation but may be used for food re-heating.
12. It is an offence to smoke in the Village Hall.