



BYFLEET VILLAGE HALL

54 High Road, Byfleet, Surrey, KT14 7QL

Telephone: 01932 336 236 Mobile: 07436790899

Website: www.ByfleetVillageHall.org Email: info@ByfleetVillageHall.org

APPLICATION/ AGREEMENT FOR HIRING

Name of applicant:

Address:

Phone Number

Areas required:

Date:

Time: to No. of hours:

Hourly rate: £..... Total amount: £.....

Deposit due ASAP £..... Deposit paid:

Balance due: £ Due: Paid date:

Type of function:

Will an application be made for a licensed bar? Yes / No

If this application is accepted I, the undersigned, agree to abide by the terms and conditions of the hiring as set overleaf (Please sign). I enclose the hiring form and deposit/ full amount of £..... The balance to be paid at least 14 days prior to the event. Please note that for any returned / unpaid cheques you will be invoiced bank charges. If the booking is less than one month before the event, the full payment is required.

I confirm that I have read and understand the conditions for hiring overleaf.

Signed (Applicant): Date:

Signed (Village Hall): Date:

Cheques payable to "TRUSTEES OF BYFLEET VILLAGE HALL "

P.T.O

BYFLEET VILLAGE HALL - TERMS & CONDITIONS FOR HIRING

- P1. *The person hiring these premises MUST sign this application form. Such signature will indicate acceptance of responsibility for the payment of ALL fees due and the cost of any damage to the premises during the period of hire. In certain circumstances, at the discretion of the Trustees or the Hall Manager an additional deposit may be required. This additional deposit will be refunded as soon as possible after the hire date BUT repayment may be withheld partly or in full to recover the cost of any damage if carried out during the hire date. The Trustees retain the right to seek payment for any damage in excess of the amount of this deposit. Hire times MUST include provision for the decoration and preparation before the event and clearing up afterwards.*
2. *Arrangements for payment of fees will be agreed at the time of booking and specified on the Hire Agreement.*
3. *In the event of cancellation by the hirer, any refund of fees will be at the discretion of the Trustees. Deposits will not normally be refunded unless the hall is re-let, in these cases an arrangement fee of £25.00 will be payable.*
4. *In the event of unforeseen circumstances the Trustees may be obliged to cancel a booking without stating the reason. Any fees paid will be refunded in full but the Trustees cannot accept any responsibility for any consequential costs incurred by the hirer.*
5. *All licensing regulations must be observed and the responsibility for doing so is that of the hirer, if an alcohol license is obtained, agreement must be obtained from the Trustees and a copy of the license given to the Hall Manager prior to the event. The hirer is responsible for maintaining law and order, the Police, Fire Authority and Trustees representative have the right of entry at all times to ALL sections of the Village Hall. The hirer must ensure that food provided is prepared under hygienic conditions whether by outside caterers at the Village Hall or at home. Information and advice on food preparation is available from Woking Council Environmental Health Dept on 01483 743 659.*
6. *A deposit of £35 will be taken on the day. The premises must be vacated promptly at the agreed time and the hall left in a CLEAN and TIDY condition and ALL RUBBISH REMOVED. The hall has no capacity to deal with party rubbish and this MUST be taken from the Village Hall area by the hirer. If these conditions are met then the deposit will be returned. If not the deposit will be kept to cover any cleaning costs incurred by the Hall & management.*
7. *The Trustees reserve the right to refuse applications for hire.*
8. *The Trustees are insured for Public Liability and any other insurance appropriate to the activity is the responsibility of the hirer. The Trustees accept no responsibility for damage or loss of personal property either inside or outside the premises (This includes the car park and equipment stored on the premises).*
9. *The nature of the function specified overleaf cannot be changed without the agreement of the Trustees.*
10. *Hirers must be familiar with the location of the FIRE EXITS specified on the notice board and these must be kept clear at all times during the booking. If in any doubt, please refer to the Hall Manager prior to the event. In the event of a fire, sound the alarm and evacuate the building. Dial 999 and alert the Fire Brigade.*
11. *If goods are to be sold, the prices must be prominently displayed during the letting along with the organiser's name and address inside the hall.*
12. *Hirers must ensure that the restrictions on numbers using the hall are observed. This information is displayed on the notice board inside the hall.*
13. ***SMOKING IS NOT PERMITTED** anywhere in the hall including the foyer and the steps. Any breach of this may lead to prosecution.*
14. *Please do not use tape or drawing pins when decorating the hall, please use string or 'blue tac' and ensure that it is removed after use.*
15. *In the event of any breach of these terms and conditions by the hirer, the booking will be cancelled and deposits paid will be forfeited.*

Signed (Applicant): Date: