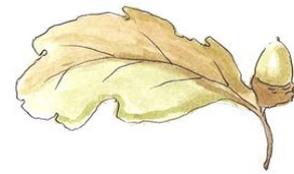


The Village Hall

Rowney Green, B48 7QJ



| Booking Agreement | | | | | | | |
|---------------------------------------|-----------|---------------|--------------|--|-------------|--|--------------|
| Contact Name for the Booking | | | | Organisation, Community Group or 'Private Booking' | | | |
| Phone Number | | Email Address | | Booking Date | | | |
| Address of Contact | | | | | | | |
| Function Rooms Required – Please Tick | Main Hall | | Meeting Room | | Social Room | | Hours Booked |

Parking: Park in the Village Hall car park.

Please note, your booking is not confirmed until the Booking Form is returned or confirmed by the Booking Team.

Deposit will be lost or a cancellation fee charged should you be unable to take up your booking unless the Booking Team are notified at least 4 weeks before the event.

The Hirer must not use the premises for any purpose other than that described in the Hire agreement and must not sub-let or allow the premises to be used for any unlawful purpose.

The Village Hall layout, positions of fire exits, fire extinguishers and first aid equipment is available for download at: <https://rowneygreen.org/booking-availability-facilities/>

What Three Words to direct emergency services: [///tile.shadow.cards](https://tile.shadow.cards)

The hire charge / deposit is to be paid at the time of booking and balance paid on receipt of invoice.

Declaration

I have seen, understood and agree to comply fully with the Conditions of Hire for the Village Hall.

Signed (the Hirer) Date.....

The hirer shall be deemed to have read and understood the following standard conditions of hire. If the hirer is in any doubt as to the meaning of the following, please refer to the Booking Secretary. Please contact the Trustee Committee via The Booking Secretary.

- There must be a responsible person, over the age of 21 acting as a Steward, present throughout the duration of the booking who must account for all members of the group entering and leaving the Village Hall.
- The Village Hall must be used only for the times hired and must be vacated at the time the booking ends.
- The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care and safety from any damage. The hirer is also responsible for the behaviour of all persons using the premises and during arrival and vacating the hall. This includes proper supervision of car parking arrangements and avoiding obstruction of the highway.
- Any breakages or damage must be reported without delay and made good to the satisfaction of the Trustee Committee. If not done in a reasonable time the Trustee Committee reserves the right to have the repairs done and re-charge the hirer for any losses incurred. Should a fire extinguisher be let off accidentally, there will be a charge of £50.00 to the hirer.
- The hirer shall not sub-let or use the premises unlawfully. The hirer shall not do anything, nor bring anything onto the premises which may endanger the premises or invalidate any insurance policies.
- We accept no responsibility for any stored equipment or other property brought on to or left at the premises by hirers, and all liability for loss or damage is hereby excluded, other than by agreement with the Trustee Committee.
- The hirer must ensure that any electrical appliances brought by them to the premises and used there, are safe, in good working order, PAT tested and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- The hirer shall be responsible for compliance with the licensing conditions as displayed in the hall and for all other regulations relating to the premises stipulated by the Fire Authority, Local Authority, Local Magistrates Court or other authority. No outside letting is allowed to sell alcohol on the premises or have the use of the bar without prior arrangement of the Licensee.
- The Lobby, Emergency Exits and Gangways must be kept clear at all times.
- The hirer must sign the Booking Agreement form provided, agreeing to comply with these conditions.
- There must be no music or entertainment after 11pm. The building should be cleared by 11-30pm unless by prior arrangement with the Trustee Committee. All doors and windows must be closed by 10-30pm. The hirer should ensure that the noise level both within and in the vicinity of the Hall does not disturb people in nearby properties. The hirer is liable for any claims resulting from any nuisance caused to a third party as a result of the use of the premises by the hirer.
- Organisers of any activity involving children without the presence of their parents or legal guardians are responsible for adherence to all safeguarding legislation.
- Charges as set out will be adhered to, but the Trustee Committee reserves the right to alter or amend them, where necessary. If the hirer wishes to cancel the booking before the date of the event, a Cancellation Fee will be payable unless cancelled in writing to The Booking Secretary at least 4 weeks before the event.
- The Trustee Committee reserves the right to refuse to let the Hall, or any a part of it.

- Vehicles parked in the car park are at the owner's risk. Entrances must be kept clear. Unauthorised parking is strictly forbidden.
- No other cooking or heating equipment other than that provided may be used, unless by prior agreement with the Trustee Committee. If approved it must be PAT tested. No meat or fish may be served on the premises unless it is pre-cooked.
- Glasses and glass bottles/containers are not to be taken out of the hall, into the Green Barn or into the park.
- Smoking and vaping are not permitted within any part of the Hall buildings.
- The hirer must not use the WiFi service provided in this Hall for disseminating any unlawful material or otherwise breaching any laws; or for transmitting material that constitutes a criminal or civil offence.
- Chairs are only to be moved singly or with the trolleys provided. Furniture and equipment are to be lifted from place to place, not dragged, to avoid damaging the floor.
- Stiletto heels are not permitted in the Hall.
- Dogs are not allowed in the building with the exception of assistance dogs.
- Notices relating to Village Hall activities and the like may be displayed for a limited period of time on the external notice boards. Smaller notices, not exceeding A4 size paper, may be displayed on the interior notice boards. The use of drawing pins (except on notice boards), sellotape, clips, nails, screws etc. in any part of the building is not permitted.
- Letting charges are to be paid prior to hire, otherwise the Hall may not be made available. Community Groups and Regular User Groups shall pay monthly on receipt of Invoice, otherwise subsequent lets may be charged at the full rate.
- Nothing of significant size or weight shall be brought into the Hall for permanent storage without permission from the Trustee Committee, and all permitted equipment shall be stored within the bounds allocated for the Community Group's use.
- At the end of the hire, the hirer shall be responsible for switching off all lighting and electrical appliances, replacing any contents temporarily removed from their usual position, closing windows, locking all exterior doors, returning keys to their lockers, turn off all taps, putting the heating card back and leaving the toilets and the kitchen in a clean state. **The premises and surrounds must be left in a clean and tidy condition, if this is not done the Trustee Committee reserve the right to make an additional charge.**
- Where possible, please take away with you any rubbish for recycling and place other rubbish in the outdoor bin provided.

