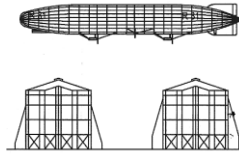
**BOOKING INFORMATION**

- Shortstown Village Hall is most suited to daytime events and family parties that finish before 11pm, with a maximum of 100 people.
- Nearly all parties will be charged at the standard rate, which is £20 per hour before 6pm and £25 per hour after 6pm. A refundable deposit of £200 is required (£100 for events finishing before 8pm).
- One exception is a young child's small party finishing before 6pm. A typical young child's small party will be two hours long with half an hour to set up and half an hour to tidy away, making a booking time of three hours. This is charged at £18 per hour, plus a £50 refundable deposit. Access to main hall and kitchen only.
- The time booked must include ALL the time needed for setting up before your party and for clearing away at the end.
- Due to licensing rules, Hirers must leave the hall by midnight on Fridays and Saturdays and by 11pm on all other days. Therefore, the hall is only suitable for parties where all guests will have left before 11pm on Fridays and Saturdays and before 10pm on Sundays to allow for time to clear and clean the hall.
- An initial payment of £20 is required to secure your booking. Once the £20 is accepted by the Booking Officer, the hall will be booked in your name on the agreed date at the agreed times. This £20 will go towards the total cost of hall hire, but will not be refunded if you cancel your party.
- The remainder of the hall hire cost needs to be given to the Booking Officer at least two weeks in advance of your booking (preferably longer).
- Please remember that all cheques will be banked, so please make sure you have enough money in your account to cover any cheques given to the Booking Officer.
- The deposit also needs to be given to the Booking Officer at least two weeks in advance of your booking. If you pay your deposit by cheque, the cheque will be banked and you will receive a cheque back from us after your party. If you pay your deposit by cash, it will be returned in cash (assuming you have met all the conditions of hire, of course).
- The Booking Officer will contact you on the Tuesday after your party to arrange to return your deposit.
- Small bouncy castles (up to 3m/10ft high) are allowed inside the hall, subject to strict conditions. However, bouncy castles are not allowed anywhere outside the hall.
- To protect local residents from excess noise, there is a noise limiter in the hall. This is only activated when the noise level is excessive and should not spoil the enjoyment of your party. Complaints of excess noise from residents will result in a deduction from your deposit.
- You will need to provide your own cleaning cloths, tea towels and bin bags. There is only a limited amount of space available for rubbish bags in the outside bin in the car park, so you will need to take any extra waste away yourself.
- If you wish to SELL alcohol, a special licence must be obtained from Bedford Borough Council. You can use a mobile bar company for this. However, you do **not** need a licence if you want to provide your own wine, beer and spirits to give free of charge to your guests.
- Shortstown Village Hall is run by volunteers who give their time freely to provide this community facility for you. Locking and unlocking for events is provided by a group of volunteer keyholders. You will be given the name and contact number of your allocated keyholder. It is important that you arrive and leave at the times arranged and that you contact your keyholder on the day if you need to make any changes.

SHORTSTOWN VILLAGE HALL

MK42 0QL



shortstownvillagehall@outlook.com

phone/text: 07766 346295

www.shortstownvillagehall.co.uk

BOOKING FORM

Please contact the Booking officer if you intend to sell alcohol as a licence will be required

An initial non-refundable payment of £20 will be required to secure your booking

A booking is not confirmed until the Booking Officer has accepted this signed form

Please read the conditions of hire attached to this form

Date Required		Day of week		From		to	
Name of Hirer							
Address							
Phone Number(s)							
E-mail Address							
Purpose of Hire							
Max. number of people							
Bouncy Castle or similar	Yes / No / Maybe		Bouncy castles not allowed anywhere <u>outside</u> the hall				

Weddings/Parties/Social Functions:

includes the main hall, meeting room,
bar area & kitchen

8 a.m. – 6 p.m. £20 per hour

6 p.m. – midnight £25 per hour

Whole day £300

Young Child's Small Party (must finish before 6pm)

includes the main hall and kitchen ONLY

8 a.m. – 6 p.m. £18 per hour

COST OF HIRE as agreed with the Booking Officer <i>Payment is due at least two weeks before date of hire</i>	£	Refundable Deposit*	*£ see below
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***Refundable Deposit**

Hirers are required to provide a refundable deposit of £200 for parties. This is reduced to £100 for parties finishing before 8pm and to £50 for young children's parties. Payment of the deposit is due **at least two weeks before the date of hire**. This will be refunded in full provided the all the conditions of hall hire have been met, in particular that the hall is left ON TIME in a clean and tidy state, and that no nuisance has been caused to nearby village residents. Please make sure that all equipment brought into the hall is removed immediately at the end of your hire period.

I have read and agree to abide by the conditions of hire. I am over 21.

Selling alcohol? Yes / No

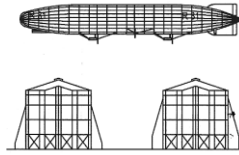
In particular, I will not hold Shortstown Community Trust liable for any incidents relating to the use of bouncy castles, or similar, during my hire period.

Signed		Date	
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Any cheques should be made payable to **Shortstown Community Trust**.

For the Booking Officer only: Sale of Alcohol agreed with Premises Supervisor Yes / No

Initial amount		Date		Receipt Number	
Hire Charge balance		Date		Receipt Number	
Deposit amount		Date		Receipt Number	
Deposit returned		Date		Receipt Number	



STANDARD CONDITIONS OF HIRE

1 Supervision

The Hirer shall, during the period of the hiring, be responsible for supervising the premises and its contents: this will include keeping the premises and its contents safe from damage by any person using the premises, whatever their capacity. Children should be supervised at all times. Children should not be permitted to enter the bar area or kitchen.

2 Use of Premises

The Hirer must not use the premises for any purpose other than that described in the hiring agreement and must not sub-hire or allow the premises to be used in any unlawful way. The Hirer must not do anything or bring onto the premises anything that may render invalid any insurance policies in respect of the Hall.

Use of laser beams or artificial smoke will set off the smoke alarm and must not be used inside the building.

Small bouncy castles (up to 3m high) are allowed inside the hall, subject to strict conditions. However, bouncy castles are not allowed anywhere outside the hall.

3 Safety Precautions

SMOKING IS NOT PERMITTED in Shortstown Village Hall. Please use the cigarette bin outside the front door to extinguish any cigarettes before entering the hall.

ALL DOORS, GANGWAYS AND EXITS MUST BE CLEAR OF OBSTRUCTION AT ALL TIMES.

Fire exit doors must not be locked while the hall is in use. Fire precautions must be observed and the Hirer must find out the location of all Exit Doors. In the event of a fire, the building should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

4 Care of premises and property

No alterations or additions may be made to the premises.

No fixtures, placards, decorations or other articles may be attached to the internal or external walls or ceilings.

The Hirer must pay for any alteration or damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Property belonging to the Village Hall Committee must not be removed from the premises.

5 Noise & Music

The Hirer shall make sure that noise is kept to a minimum on arrival and departure, particularly late at night. Please note that the hall licence prohibits the playing of music after 11.30pm on Friday or Saturday, or after 10.45pm any other day. Please respect neighbouring residents by keeping the volume within reasonable limits. The external doors should not be kept open while music is being played. The building is equipped with a Sound Limiting device. Any attempt to tamper with or bypass this device is prohibited.

6 Consumption of alcohol

The Village Hall Committee does not object to the consumption of alcohol on the premises, but the premises are not licensed for the SALE of alcohol by any person whatsoever. The sale of alcohol includes events where alcohol is included in the ticket price or where no specific price is quoted per drink but donations are requested or accepted in respect of alcohol.

If the Hirer would like alcohol to be sold on the premises, a Temporary Event Notice must be given to the licensing authority. The giving of such a notice in respect of the event without the prior written agreement of the Committee will automatically terminate the Hire Agreement. The initial £20 payment and any other hire charges will be forfeited.

7 End of Hire

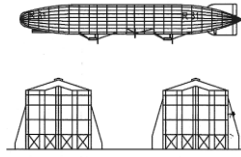
The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. The keyholder will unlock the hall at the beginning of the hiring and secure the hall at the end of the hiring. The Hirer will make sure that the Hall is not unattended at any time during the hiring nor at the end until the keyholder takes charge.

8 Hirer's Equipment

The Village Hall Committee accepts no responsibility for any equipment or other property brought onto or left at the premises. All property must be removed at the end of each hiring or a fee will be charged. After seven days the committee may, at its discretion, dispose of any such items as it thinks fit, and charge the Hirer any costs incurred.

9 Use of the external bin

The bin in the car park has limited capacity. Any waste that does not easily fit into the bin must be taken away by the Hirer. Hazardous waste, including gas canisters, must not be put in the bin, but must be removed from the site by the Hirer.

**10 Access by Trustees**

The Hirer must allow access to any of the Village Hall Committee at any time, and conform to any reasonable instructions they may give.

11 Health and Hygiene

The Hirer must, if preparing or serving food, observe all the relevant food, health and hygiene legislation and requirements.

12 Animals

No animals, except guide dogs, are allowed on the premises, other than as agreed by the Village Hall Committee.

13 Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Village Hall Committee as soon as possible and complete the relevant section in the committee's Accident Book. Use of any items from the First Aid box (located in the kitchen) should also be reported as well as any failure of equipment belonging to the Village Hall Committee. Certain types of accident or injury must be reported on a special form to the Local Authority. The Booking Officer will help to complete this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

14 Liability

The trustees will not accept liability for any loss or injury sustained by the Hirer or the guests attending the function for which the premises have been hired, unless and only if it is attributable to the trustees' negligence or that of their representatives. This also applies to the use of any bouncy castle or similar.

15 Insurance

The Hirer is recommended to take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire.

16 Indemnity

The Hirer shall indemnify Shortstown Community Trust against (a) the cost of repair of any damage done to any part of the premises including the contents and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.

17 Gaming, Betting and Lotteries

The Hirer must make sure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

18 Right of Refusal

The Village Hall Committee reserves the right to refuse a booking.

19 Cancellation

At the time of booking an initial payment of £20 will be charged. If the Hirer wishes to cancel the booking before the date of the event, this £20 will not be refunded.

The Committee reserves the right to cancel this hiring, by written notice to the Hirer, in the event of:

- The premises being required for use as a Polling station
- The Village Hall Committee reasonably considering that such hiring may lead to a breach of legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises, as a result of this hiring.
- The premises becomes unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any money already paid, but the Village Hall Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

20 Deposit

The Deposit will not be refunded if there are any breaches of these Standard Conditions of Hire. For example, the Deposit will not be refunded in any of the following circumstances:

- Any loss or damage to the premises, its equipment and/or contents. Any amount in excess of the deposit amount will be charged to the Hirer.
- Any breach of the Licensing Requirements
- Failure to totally vacate the premises ON TIME at the end of the hire period
- Failure to leave the premises in a clean and tidy state
- Use of the premises for any purpose other than that described on the Booking Form or on any Invoice issued
- Playing loud music to the annoyance of the neighbouring residents

END