



# Collingbourne Ducis Village Hall

Charitable Trust Registered No. 288354

**Serving the Village Community**

## CONDITIONS OF HIRE

### **Insurance:**

Cover for all the hall property and equipment is provided by the trustees but any additional items or equipment introduced by the hirer will be at their own risk.

### **Intoxicating Liquors:**

No intoxicating liquor may be sold without the hirer previously having obtained the necessary temporary licence. Please indicate on the booking form if you intend to provide a bar.

### **Betting, Gaming and Lotteries:**

The hirer shall be responsible for ensuring adherence to all the requirements of the Betting, Gaming and Lotteries Act 1963 and any other relevant legislation.

### **Other Conditions:**

- The hirer shall be responsible for the maintenance of good order during hire.
- The premises must not be defaced (sellotape, staples, drawing pins and blu-tack are **not** permitted) and all decorations must be removed after functions.
- All waste and refuse must be removed from the hall after functions.
- All breakages and damage must be paid for.
- The hirer is responsible for the arrangement of chairs and tables in their storage areas after functions.
- All areas, including kitchen and toilets, must be left in a clean and tidy condition – an additional charge will be made for cleaning if the facilities are left in an unsatisfactory condition.
- Any cancellation must be made at least **ten days in advance** of the date booked, otherwise the deposit will be forfeited.

***This is a non-smoking facility.***

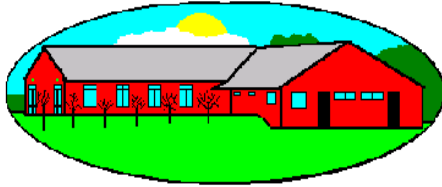
### **Fire Risk:**

**Please make yourself familiar with all fire and safety procedures.**

All fire exits must be left clear inside and outside the hall. Use fire exits only in an emergency.

### **In the event of a fire:**

- Stay calm
- Sound the alarm
- Summon the Fire Brigade by dialling 999 (phone in entrance, 01264 850271)
- Use the extinguishers and fire blanket
- Open emergency exit doors and assist in evacuation of all personnel.



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**Name of Organisation** \_\_\_\_\_

**Name of Person Hiring** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Tel No.** \_\_\_\_\_

**Date of Proposed Hiring** \_\_\_\_\_

**Time from** \_\_\_\_\_ **To** \_\_\_\_\_

Please mark your requirements below and return this form at least seven days before your requested date to the booking clerk\* with a £50 (refundable) deposit if required.

The full hire charge is due on collection of the village hall keys.

The Deposit will be refunded on the return of the keys, subject to there being no damage caused to the building or any of the facilities.

**This is a Non-Smoking Facility.**

| <i>Facilities required</i>  | <i>Hours Required</i> | <i>Agreed Charge</i> |
|---|-----------------------|----------------------|
| Main Hall (Wilfred Cave Hall),<br>kitchen, toilets & cloaks   |                       |                      |
| Small Hall (Joan Rayner Room),<br>kitchen, toilets and cloaks   |                       |                      |
| Changing Rooms and Showers  |                       |                      |
| Whole Facility  |                       |                      |
| <b>Total Cost</b>   |                       |                      |
| <b>£50 Deposit to pay with booking (weddings and parties)</b>   | Date<br>paid:         |                      |
| <b>Full hire charge to pay on collection of keys (deposit<br/>will be refunded following return of keys subject to no<br/>damages as above)</b> | Date<br>paid:         |                      |

Please make cheques to **Collingbourne Ducis Village Hall Trust:**

A separate cheque should be made out for the deposit which will be returned provided there is no damage to the building or any of the facilities, as above.

\* **Booking Clerk:** Mrs L Rogers, The Hermitage, Collingbourne Ducis, Marlborough, SN8 3EL.  
Phone: 01264 850272