SHALFORD VILLAGE HALL BOOKING FORM

Available for Hire – Weddings – Parties – Clubs – Playing Field – Cricket & Football
Church End, Shalford, Essex, CM7 5EZ

Please pay particular attention to items marked in red on this form

Dates(s) required:

One off booking / Repeat booking (please delete as needed)		
Date (DD/MM/YYYY)	Access / Start Time (HH:MM)	Finish / Exit Time (HH:MM)

Hirer: (must be at least 18 years old)

Organisation Name:	
Name (Authorised Representative):	
Address:	
Telephone Number:	
Mobile Number.	

Premise and outside sports facilities required.

Main Hall	Yes	No
Kitchen **Use of electric cooker needs to be arranged with Booking Clerk at time of booking hall**	Yes	No
Showers	Yes	No
Outside Sports facilities	Yes	No

Purpose/description of hiring

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Will it be a public or private event?	Public	Private

Is food (other than biscuits/cakes) to be provided at the event?	Yes	No

a) If YES, appropriate Food & Hygiene Certificates MUST be submitted to the Booking Clerk and displayed at the time of the event.

b) Where relevant a Risk Assessment MUST be conducted and submitted to the Booking Clerk and where appropriate evidence of Public Liability Insurance.

Documents Submitted	
No	Yes

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1. The Shalford Hall has a licence authorising the following regulated entertainment and licensable activities. Please tick which licensable activities will take place at your event:

Activity	**Please tick which of the following activities to take place at your event**	**Times Hirer would like the activity/activities to take place**
a. The performance of plays		
b. The exhibition of films		
c. Indoor sporting events		
d. The performance of live music		
e. The playing of recorded music		
f. The performance of dance		
g. Entertainments similar to those		
h. Dancing		
i. Craft fair or sale		
j. Use of outside sports facilities		
k. Other (note activity below)		

Will alcohol be available at your event?	Yes	No

If you answer yes to the above question and an entrance fee is charged or alcohol is sold, you will need to obtain a Temporary Events Notice from the Council and supply a copy to the Hall Booking Clerk

Alcohol must NOT be taken outside the building unless listed on the Temporary Events Notice.

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Please tick to confirm the following:

☐ The Hirer/Hirer's authorised representative stated above agrees with the Management Committee to be present and in charge al all times during the hiring and to comply fully with this Hire Agreement.

☐ It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Trust and the Hirer.

☐ The Hirer shall pay a deposit of £150 for a private social function or as required by the Designated Hall Manager. **The Deposit is banked prior to the hire date.** This deposit will be refunded within 28 days of the termination of the period of hire subject to any deductions for failure to meet the Conditions of Hire.

We reserve the right to charge an additional £50 fee to cover the caretaker's cost if additional cleaning is required after use. Also please ensure all lights and heating are turned off.

☐ The Management Committee requires all hirers to acknowledge their responsibilities towards the safeguarding of children and vulnerable adults and where relevant have a Safeguarding Policy in place.

☐ The Hirer agrees that committee members may enter the premises when booked.

☐ The Hirer is responsible for ensuring safe, orderly parking and must provide traffic guides if necessary.

☐ The Management Committee accepts no liability for the loss of or damage to personal belongings left unattended on the premises, or for equipment stored here, which is left entirely at the owner's risk.

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this agreement.

Please note: The Village Hall Committee reserves the right to cancel a booking during a weekday if the hall is required for a resident's funeral wake. At least two week's notice will be given.
We will always try our best to accommodate a resident's funeral wake. Please ask.

Signed by the person named above or a person duly authorised on behalf of the organisation above, where applicable who must be at least 18 years old.	
Signature	
NAME (In capitals)	
ORGANISATION (If applicable)	
Office held	

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For Internal use

Deposits

Receipt No	
Cheque No	
Cash	

Temporary Events Notice received	
Risk Assessment Received	
Liability Insurance Received	
All relevant boxes completed by hirer	
Any Other Notes	