

KNOWBURY MEMORIAL HALL BOOKING FORM

(PLEASE PRINT CLEARLY)

Name _____ Tel. No. _____ Email _____

Address _____

Date of Function _____ Hire Start Time _____ End Time _____

Regular Booking ? *Circle Appropriate*

Annually : Monthly : Weekly : Other (Please specify) _____

Type of Function _____

*** Please submit a copy of any necessary insurance certificate. ie for a bouncy castle ***

I wish to check the hall and collect keys at: _____ (On booking Day, No more than 30 mins before booked start time)

Hirer's Signature _____ Date _____

Please note – The Hirer is responsible for compliance with the “Hire Conditions”. They must also familiarise themselves with the “fire actions” and be in charge in the event of a fire.

Hire Charge (see reverse) £ _____

Less non-returnable booking deposit * (£20 or 25% of hire Charge [the greater of]) £ _____

Balance £ _____

Additional hire Charges

		Qty	Total
Use of the bar, run by the hall committee (Per Hour, Minimum 3 Hrs)	£5	<input type="checkbox"/>	<input type="checkbox"/>
Bar closes 11pm (Late opening is subject to agreement/ availability and an additional charge.)			
Outside Bar, run by hirer (Flat Rate)	£15		<input type="checkbox"/>
Use of stage lighting/session	POA		
Use of Skittle Alley	£25		<input type="checkbox"/>
<u>Total outstanding</u>			£ _____

Optional use of Hall cleaner (separate payment with cash please) £30

To confirm the booking - please return the following within 7 days to –

Knowbury Memorial Hall, Caynham Road, Knowbury or [email: knowburymemorialhall@gmail.com](mailto:knowburymemorialhall@gmail.com)

This booking form completed and signed

£20 or 25% booking deposit^{†**see above}

The signed 'Hire Conditions' form

NB. Balance of Booking fee and £100 returnable deposit payable via BACS or CHEQUE at time of final payment. (see over and on “Hire Conditions” form)

KNOWBURY MEMORIAL HALL
HALL CHARGES FROM JANUARY 2023

Standard Booking / Meeting £11 Per Hour (Minimum Hire 3 Hrs)
Fundraising Event £15 Per Hour (Minimum Hire 3 Hr)
£3 Per Hour Heating Charge For Heating Required Outside Booked Hours

Early access for event setup should be requested on an event by event basis due to the Hall needing to be available for possible short notice or same day bookings. Heating **should not** be put on early unless booked and paid for accordingly. **NO** third party heating devices should be used for cost and safety reasons. **Fundraising Events** include those run by regular bookers / organisations .

All bookings require a £20 or 25% (whichever is greater) non-returnable booking deposit paid when confirming the booking.

When the keys are collected for the event, please pay the balance **and** a £100 damage deposit via BACS or CHEQUE. The £100 is required as a returnable deposit in case of failure to comply with the hire regulations or for damages incurred to Hall or equipment. Damage deposit is required for **ANY** booking outside the scope of a regular meeting or class.

THE FOLLOWING IS APPLICABLE ONLY IF THE HIRER IS RUNNING A BAR.

Under the licensing act 2003 it is a requirement that any person selling alcohol must have permission to do so from the Trustees. We therefore authorise the undersigned to act as Temporary Supervisor for the duration of the hire, and instruct them to ensure that ALL conditions of the Licensing Act 2003 are adhered to. If any clarification of this act is required The Hirer should contact the booking secretaries.

Booking Secretaries - S. Ridge ~ 07967 118192
or A. Gill ~ 07975 554032
Email ~ knowburymemorialhall@gmail.com

I, The Hirer, hereby agree to act as temporary supervisor for the duration of the hire, and will ensure that The Licensing Act 2003 is adhered to for Licensable Activities appertaining to this hire, I understand that I can receive help and advice from the Chairman of the Trustees if required, I will also be responsible for taking away all recyclable waste.

Name of nominated bar person (PLEASE PRINT) _____

Signature of Hirer _____

Ways to pay

Cheques made payable to 'Knowbury Memorial Hall'
BACS transfer details: Lloyds Bank; Sort Code 30-95-27; Account No.–00092125;
Name of account: - "Knowbury Village Memorial Hall Fund"

KNOWBURY MEMORIAL HALL

Hire conditions – to be signed and returned with booking

Please read carefully before signing and returning the booking form together with these conditions.

1. The Hall Trustees reserve the right to refuse any application for the hire of the Hall and to refuse admission to any person or persons.
2. Should unforeseen circumstances render the Hall unavailable, the Hall Trustees shall be entitled to cancel any hiring previously made. They will give as much notice as possible to the hirer, and return all of the booking fee.
3. The booking form should be returned within seven days of making a verbal booking in order to confirm. Failure to do so may lead to cancellation or disappointment.
4. The remainder of the booking fee, together with the £100 deposit cheque to be paid upon collecting keys and making a pre-hire check of the Hall.
5. The hirer will be responsible for the costs of repairs or replacement of items broken or lost during the period the keys are held.

The £100 deposit will be refunded only if these conditions are adhered to. If replacement or repair costs are incurred the trustees will inform the hirer of costs involved. Should these costs exceed the paid deposit, the trustees reserve the right to make an additional charge to cover all the costs of repair or replacement.

THE BUILDING

Upon completion of the hire period please leave the hall clean and tidy. Kitchen, Bar, Toilets & Main Hall left as you found it. **This includes :Floor Swept , Toilets Flushed, Heating Off, Lights Off, ALL Tables & Chairs To Be Put Away (tables should be wiped) , ALL Bins Emptied (Toilets & Kitchen), Dishwasher Emptied, ALL your property is removed.**

Cleaning materials and bin bags are available. There is a £30 charge if you wish to employ the services of the hall cleaner, or if the hall is left uncleaned. (See booking form)

Please wash and return table cloths and tea towels.

All non-recyclable rubbish to be placed in the black bin outside with the lid closed completely. If the bin is full, please bag and take away any excess.

Please sort and dispose of all recyclable waste (clean paper, glass and plastics). These can be taken to any recycling centre. There may be charges for sorting and disposal of waste.

The hot water and heating to be turned on or off when leaving at the boiler in the kitchen.

In order to avoid damage to the floor, furniture should not be dragged across the floor, and should be stored as shown in the photos on the walls of the storeroom. Beer barrels must be taken into the bar area via the side ramp outside the building and in through the side door.

Property stored in the hall belonging to other organisations must not be used.

The Hall shall not be used for illegal purposes.

All functions shall cease at the end of the appointed time and the premises be secured.

SUPERVISION AND SAFETY

1. Admission to the Hall must not exceed: -
 - a. 150 When used for dancing or closely seated audiences
 - b. 110 For dancing and seating at tables.
 - c. 120 For functions utilising seating at tables.
2. Fire doors to be closed and free from obstructions.
3. A responsible person shall be in charge of the function at all times.
4. A certificate of insurance must be produced for use of any equipment (ie a bouncy castle)

SMOKING OR VAPING IS NOT PERMITTED ON THE PREMISES AT ANY TIME

I agree to be bound by these conditions: Signed _____ Date _____

Print Name _____



FIRE



Action in Case of Fire

1. On discovering a fire shout “Fire, Fire, Fire”.
2. Organiser, or acting premises supervisor to take charge of procedures.
3. Fight fire with appropriate appliance if safe to do so.
4. Check Toilets for occupancy.
5. Close all doors and windows to contain fire.
6. Evacuate building by nearest safe fire exit to assembly point.
7. Telephone the Fire Brigade. **

**** NB ****

There can be poor mobile telephone signal in the hall. Most times a signal can be found near the car park gates. Please check before your event.

Assembly Point

Please use the Village Green, opposite the village hall car park, by the telephone box.

Location of Fire Appliances

Hall – two water extinguishers for paper, wood etc.

Stage – One carbon dioxide extinguisher for electrical fires

Kitchen – Fire blanket & dry powder extinguisher for fat or oil fires

KNOWBURY MEMORIAL HALL

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Or ~ A.Gill – 07975 554032

Email: knowburymemorialhall@gmail.com