



EATHORPE AND WAPPENBURY VILLAGE HALL

## Summary of Booking Terms and Conditions

Name of Hirer \_\_\_\_\_ Organisation \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Hire Date(s) \_\_\_\_\_  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Nature of Event \_\_\_\_\_ Hire Fee \_\_\_\_\_

- The Hirer must note the position of all fire alarm points, fire extinguishers and fire exits on arrival. Fire exits must not be obstructed.
- This building is a non-smoking building. It is the responsibility of the Hirer to ensure that this rule is adhered to.
- The Hirer is responsible for complying with the food hygiene recommendations of good practice when preparing food for public consumption. (The use of registered caterers or trained food handlers is recommended.) Please note, children are not allowed in the kitchen for safety reasons.
- The Hirer is responsible for preventing children climbing trees in the hall grounds. (The rare and listed Western Red Cedar on the South West corner appears particularly attractive to would-be climbers)
- Bookings should be planned to include set-up and clean-up time. The total time of hall occupation will be chargeable at the full booking rate.
- A deposit of £50 will be required to confirm the booking. **This should be a separate cheque** which will be returned or destroyed after the event less any charges for breakages, damage to Hall property or last-minute booking time extensions.
- Invoicing is normally 3 weeks before the hire date and the hire fee is payable two weeks in advance of the hire period. No refunds will be given for cancellations less than 7 days prior to an event unless an alternative booking is secured and in the case of late cancellation of major bookings the deposit will be forfeited.
- The Hirer is responsible for ensuring that all furniture and other equipment in the hall is returned to its original position at the end of the hire period.
- Care should be taken to protect the oak floor from damage. Furniture and other heavy objects should be lifted into position and not dragged. Any spillages should be wiped-up quickly and left as dry as possible.
- Floors should be swept, the kitchen floor and surfaces cleaned and all rubbish taken away from the hall premises at the end of the hire. (There is no refuse collection from the Hall)
- The person signing this agreement must be over 18 years old.
- Signature of this page means the Hirer agrees to be bound by the full Standard Hiring Agreement of which this is a summary of the main points. (available on request.)

Signed: \_\_\_\_\_  
(on behalf of the Hirer)

Signed: \_\_\_\_\_  
(on behalf of the Village Hall)

**NB: The Hire Fee and the Deposit should be separate Cheques. Both Cheques should be made out to Eathorpe Village Hall.**