

Chaldon Herring Village Hall

BOOKING FORM (Reg. Charity 1069335)

NAME:

ADDRESS:

.....

TEL :

ON BEHALF OF :

.....

I WISH TO HIRE ON (Day) (Date)/...../...

Please tick the boxes below as required:

MORNING [] 8.00a.m. to 1.00 p.m.

AFTERNOON [] 1.00 p.m. to 6.00 p.m.

EVENING [] 6.00 p.m. to 12.00 midnight (11.45 p.m. Saturdays)

I wish to hire the Hall, as stated, and agree to abide by its Conditions of Hire.

I enclose the full hiring fee at the time of booking.

Bookings cancelled within 7 days prior to the event will forfeit 50% of the hiring fee.

(Please make cheques payable to CHALDON VILLAGE HALL)

Signed:

PLEASE RETURN YOUR COMPLETED FORM AND YOUR REMITTANCE TO:

Mrs C Redhouse, Calvedon, Chaldon Herring, Dorchester, DT2 8DN

Tel. 01305 853037 email: carole@calvedon.co.uk

HALL HIRE RATES

NON-PARISHIONERS/HOUR	= £6	
PARISHIONERS/HOUR	= £4.50	TOTAL:.....

TO QUALIFY FOR PARISH RATES an individual hiring for a private, family or social event must appear in the Parish Register.

SUNDRIES HIRE RATES (Same rate for all hirers)

CUTLERY AND CROCKERY	£5/25 place settings, £10/50 place settings	
TABLES	£2.50 each	
CHAIRS	£2.50 each	TOTAL :.....

CONDITIONS OF HIRE

Bookings must be paid for in advance and Village Hall bookings are not confirmed until full payment is received. There may occasionally be special agreements made with the Village Hall Management Committee or the committee's representative.

The Hirer is liable for all breakages

No event can continue beyond midnight or 11.45p.m. on Saturdays. Please try to ensure minimal disturbance to local residents particularly when leaving the hall late at night.

It is very important, and the responsibility of the Hirer to ensure, that the capacity of the hall is not exceeded. Because it is the law, failure to comply could result in police action. **MAXIMUM CAPACITY: 50**

Preparation and clearance of the hall is the responsibility of the Hirer.

The Hall should be left as one would wish to find it. Brooms and vacuum cleaner- are available in the porch.

All rubbish **MUST** be removed from the vicinity of the Village Hall, including the kitchen waste bin contents. (Directions to the nearby tip can be given.)

Hirers may request a key, to be held for the period of hire, obtainable from the Booking Clerk. This should be returned immediately after the event. The arrangement is discretionary.

You are strongly advised to hold appropriate insurance cover for your use of the hall including for third party and public liability. You are not covered by the insurance held by the Committee.

All accidents and breakages **MUST** be reported to the Booking Secretary as soon as possible. Accidents must be recorded in the Accident Book located in the First Aid cupboard in the kitchen.

A decision by the Village Hall Management Committee, or their appointed representative, shall be final, and accepted along with these rules, as part of the conditions of hire