**Notton Village Halls/Sports & Social Pavilion Booking Form & Hire Agreement**

**This Agreement is subject to acceptance by the Hirer of the Terms and Conditions for Hiring our
Halls or Sports and Social Pavilion below, or which are available to view at** [www.nottonvillagehall.uk](http://www.nottonvillagehall.uk)

**Booking Form**

**Hirer Contact Details;**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Phone** |  |
| **Address** |  |  |  |
|  |  | **Post Code** |  |
| **Email** |  |  |  |

**General**

**Small Hall - £15.00 per hour
Large Hall - £25.00 per hour
The whole building (large and small hall together) - £30.00 per hour
A £50 deposit is required to secure any booking.
​Oblong tables, chairs and crockery are included in the hire fees.
Tablecloths to fit the oblong tables available to hire for £3 each
Cutlery, glasses, etc are available to hire at an additional cost as follows;
Cutlery - hire for 10p per setting (knife, fork, spoon)
Glasses - wine or beer - hire for £4 per box
Circular tables and tablecloths can be hired independently from a recognised third party supplier.**

**Hire requirements;**

|  |  |
| --- | --- |
| Date of hire |  |
| Time and duration |  |
| Small Hall - £15 per hour |  |
| Large Hall - £25 per hour |  |
| Whole Building (Both the Large and Small Hall) - £30 per hour |  |
| Pavilion - £15 per hour |  |
| Set up charge for the hour prior to the hire starting - £15 |  |
| **Mandatory** Alcohol licence – **£22.60 if alcohol is served or consumed** |  |
| Additional requirements |  |
| **TOTAL** |  |
| Deposit paid |  |
| Balance due |  |
| Bond - **Returnable after the hire period, subject to the hired Facility being left in a clean and acceptable condition.** |  |

T**o secure your booking please sign and send the Completed Booking form, together with your deposit to

The Booking Manager - Notton Village Hall,
c/o Notton Village Shop
6 Applehaigh Lane
Notton
Wakefield
West Yorkshire
WF4 2NE**

**You can pay by a cheque made payable to “Notton Village Hall Management Committee”.**

**Alternatively, for payment on-line by Bank transfer please use the following information;**

**Account Name Notton Village Hall Reg Charity 523790**

**Account Number 20166827**

**Sort Code 60-83-01**

**Reference Important!**

**Please write the name of the Hirer in full name in this field**

|  |  |  |
| --- | --- | --- |
| **Signed “The Hirer”** | **Date:** |  |
|  |  |  |
| **Name (please print)** |  |  |

**THANK YOU FOR YOUR BOOKING**

**Terms and Conditions for Hiring Notton Village Halls, Sports and Social Pavilion (The Facilities)**

The Facilities are available for hire to the public for both regular and one-off events. We want all our hires to go smoothly and for all Groups or Individuals to enjoy The Facilities they have rented to the full. To help this happen and to make sure the facilities are kept in good order for future users, here are the Terms and Conditions which Hirers accept as part of their hire agreement.

**The Hirer;**

1. shall contact the Booking Manager to discuss their requirements and the Booking Manager will provide details of availability, prices, and methods of payment.
2. may be required to either pay in full prior to the commencement of the hire, or pay a non-returnable deposit to secure booking of the Facilities.
NOTE: If only part of the hall is booked the hirer(s) may share the kitchen/facilities.
3. may be required to pay a Bond prior to the commencement of the hire which is refundable after the hire period subject to the Facility being left in a clean and acceptable condition.
4. must be over 21 years of age and shall remain on site during the entire period of the hire.
5. may not hire The Facilities for teenagers' parties.
6. shall ensure no activities are carried out which contravene laws relating to betting, gaming, and lotteries.
7. shall make arrangements with the Booking Manager regarding opening and closing of The Facilities. Securing the premises at the end of the hire is the responsibility of the Hirer.
8. should note that the kitchens are not suitable for food preparation.
9. should ensure that the period of hire is sufficient for setting up prior to their event and for clearing away afterwards. It may be possible for setting up to be done the evening before an event but this must be arranged in advance with the Booking Manager.
10. must inform the Booking Manager if alcohol is to be consumed at an event. This is irrespective of whether it is to be consumed as served or sold. Failure to do so will make the Hirer liable to prosecution. A mandatory licencing charge of £22.60 per event will apply.
11. is responsible for tidying and cleaning all The Facilities hired after their event and returning chairs, tables, etc to store cupboards. This includes returning any moved or rearranged furniture to accommodate the hire requirements back to the original layout.
12. shall ensure The Facilities are left in the same condition as they were found because the Management Committee does not have The Facilities cleaned every day.
13. shall ensure that nothing is allowed during their hire which may endanger users of the building, fabric or fittings of The Facilities.
14. shall ensure when hiring the Pavilion that all vehicles remain on the hardcore at all times and do not drive over grass/sports field areas at any point.
15. shall indemnify Notton Village Hall Management Committee against the cost of repair of any damage incurred as a result of the hire. Repairs for any damage will be charged to the Hirer at cost plus 20% handling fee.
16. shall take care not to cause a nuisance to adjoining residents, shall keep all doors closed if playing music, and shall ensure that the premises are vacated by midnight.
17. shall ensure the doors opening from the Halls onto the Tennis Courts are used only in case of emergency for Fire Escape purposes. Hirers may not use or enter onto the Tennis Courts in any other circumstances.
18. shall ensure that for regular bookings, all equipment used during the hire period is removed from the premises after the hire. No property associated with the hire may be stored in the Facility storerooms or cupboards unless by prior arrangement and agreement with the Booking Manager.
19. shall ensure that any parking during the hire period does not obstruct the Hall’s main entrance or the fire exit, or the access to the sports field. There are 27 marked parking bays in the Village Hall car park adjoining the Hall where vehicles are parked at the owners’ own risk.
20. shall ensure that all refuse is bagged and left in the appropriate wheelie bins. Litter must not be left in or around the premises.
21. confirms that by accepting these terms and conditions their personal data may be used by the Village Hall Management Committee in accordance with the Privacy Policy, published at [www.nottonvillagehall.uk](http://www.nottonvillagehall.ukh)

 **NOTE:**

* The Facilities are licensed for the playing of recorded music by PRS and PPL.
* WiFi code available on request.
* The Village Hall Management Committee reserves the right to cancel bookings should the Facilities become unusable for any reason, or if they suddenly required for use as a Polling Station. The Committee will not be held liable for any losses incurred as a result.

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