

Topcliffe & Asenby Village Hall

Front Street
 Topcliffe
 North Yorkshire
 YO7 3RJ
 Reg. Charity No. 1003803



HIRE OF FACILITIES - BOOKING FORM & POLICY

Name of person making the booking:

Organisation (if applicable):

Address:.....

.....

.....

Contact Telephone Numbers:

E-mail:

Date(s) Requested:	Days:	Months:
Start time:	Finish time:	Preparation time:

Purpose of hire (if for children's party, state age range):

Numbers to attend event(s):Is storage space required?.....

	Hire Charges 2019-20				
	Regular user (clubs and classes) per hour	Topcliffe/Asenby parishioner per hour	Non – parishioner per hour	Parishioner's children's party*	Non-parishioner's children's party*
Main Hall, Lower or Upper committee room, with access to kitchen	£8.00	£9.00	£18.00	£30.00	£45.00
Miscellaneous	Outside hire of tables and chairs for external use - £10 per day Use of projector and screen - £20 per hour				
Parish Council meetings	£13 per meeting				
Hire for elections	£150				
*	A two hour session plus 30 minutes set up and 30 minutes clear up time.				

I have read the Standard Conditions of Hire (available on the Topcliffe and Asenby village websites – www.topcliffe.org.uk or www.asenby.net - and agree to them.

Signed..... Date

Schedule of Special Conditions

1. Permission for the consumption of alcohol during the requested hire period can only be granted if this agreement is countersigned by two members of the village hall committee. Application for a liquor licence must be discussed with and agreed by the village hall committee.

Signed..... (Hirer)

Signed..... (Committee Member)

Signed..... (Committee Member)

2. Permission for the hire period to finish later than 12 o'clock (midnight) can only be granted if this agreement is countersigned by two members of the village hall committee.

Signed..... (Hirer)

Signed..... (Committee Member)

Signed..... (Committee Member)

HIRING POLICY

1. The Hall is available for hire to local organisations, businesses and individuals in accordance with this Hiring Policy and the Standard Conditions of Hire. The Hiring of Facilities Booking Form completed by hirers and agreed with the Bookings Secretary is a formal contract.
2. Hirers must clearly state the purpose of the hiring on the booking form and indicate any licensable activities that will take place.
3. Bookings are not accepted from persons under the age of 18 years or for private parties for young people unless the hirer is an adult and an undertaking is given that the ratio of adults to young people present is at least 1:8.
4. Hirers are required to pay in full at the time of booking or by prior arrangement with the Booking Secretary.
5. A £25 deposit is required with any booking for private hire. The deposit will be refunded if there is no reported damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall Committee about noise or other disturbance during the period of the hiring.
6. Performers hiring the hall or hired and paid a fee by the committee to undertake a performance will be treated as commercial parties and must have their own public liability insurance. Performers bringing electrical equipment into the hall must ensure that all equipment has been PAT tested within a year of the performance, unless the equipment is less than twelve months old.
7. Charges will be set by the Village Hall Committee and reviewed at the AGM in May each year. The charges will be based on a standard hourly rate which may be adjusted as agreed by the Village Hall Committee for the following classes of hirer:
 - Regular bookings by voluntary/community groups.
 - Private Party Bookings by Topcliffe or Asenby residents/non-residents
 - Businesses and public bodies.
8. The Bookings Secretary will maintain a Bookings Calendar and record all bookings including contact details of the hirer.
9. The Bookings Secretary will forward a copy of every booking form to the Treasurer together with the fees collected for each hiring, or alternatively provide a receipt for fees received for each hire.
10. The village hall is checked and cleaned weekly. It is a condition of hire that all rooms are left in a clean tidy condition. Any problems should be reported to the Booking Secretary.
11. No used tea towels or dishcloths should be left in the kitchen area.
12. Hirers must ensure all lights are switched off before leaving the hall.
13. Heaters – See instructions posted near heater control units (main hall, upper meeting room and entrance lobby).
14. Fire Safety – Read fire safety instructions posted at various locations in the hall.