

Lazonby Village Hall Booking Form

Effective May 1, 2008



Contact Details	Please complete in BLOCK CAPITALS
Name/Contact	
Organisation	
Address	
Post Code	
Telephone	

Dates/Times Required – enter Date(s) and Time(s)

Rooms		Bar	
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Rooms Required – enter quantities

Complete this section if you require all Facilities – Main Hall, Jubilee Room, Kitchen

Full Day £120		Upto 5 Hours £60		Extra Hours £12 each	
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Complete this section if you require only the Jubilee Room, Kitchen

Upto 4 Hours £17.50		Extra Hours £4.37 each		Casual Hours £4.12 each	
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Complete this section if you require only the Main Hall, Kitchen

2 Hours Regular Class / Children's Party £20		Upto 4 Hours £29	
Extra Hours £7.25 each		Casual Hours £7 each	

Fees Payable – enter amounts

Service	Cost	(£)	Service	Cost	(£)
Hiring Fee	Above		Set Up, Cleaning, Laundry	£10/hr	
Cassette/CD Player	Free	0	Performing Rights License	£10	
Bar	£75		Equipment Hire	See Over	
Stage Spotlights	£5		Disco Lighting	£5	
PA Equipment/Broadband	Ask for details		Circle: Fee Payable / Invoice		

Approvals

<p>I have received, read and understood the CONDITIONS OF HIRE and the HIRE CHARGES and agree to be bound by them.</p> <p>I agree that all electrical equipment brought into the Hall in connection with this event will hold a current PAT certificate valid at the time of use.</p> <p>I agree that any 3rd party service providers involved in this event will hold appropriate public liability insurance valid at the time of Hall use.</p>	NAME	
	SIGNED	
	DATE	
Committee Approval	NAME	DATE SIGNED

Cheques must be payable to "Lazonby Village Hall" and a receipt for your payment will be issued.
 Booking forms must be accompanied by the FULL amount payable unless payment in arrears agreed.
 Return to: The Caretaker, Lazonby Village Hall, Lazonby. CA10 1AQ. Tel: 01768 898252

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Terms and Conditions of Hire

TYPES OF HIRE

1. Normal Hire: individual rooms or the whole hall may be booked in advance.
2. Block bookings: - for frequent users these can be made at normal hire rates less a discount - see the list of hiring charges and discount provisions.
3. Casual hire: the Main Hall or the Jubilee Room may be hired on an HOURLY basis, subject to the following:
 - i. The booking is no more than 48 hours before use;
 - ii. The bookings are at the Caretaker's discretion;
 - iii. A booking form is completed, submitted and accompanied by the appropriate fee BEFORE use of the facilities hired takes place;
 - iv. The heating cannot be guaranteed.

CONDITIONS OF HIRE

4. The facilities at the Hall may be hired by individuals or by organisations. Acceptance of any booking is at the discretion of the Hall Committee.
5. All bookings must be made through the Caretaker at the Hall (Telephone 01768 898252) and no booking will be regarded as "firm" until the official booking form, obtainable from the Caretaker, has been submitted and the appropriate fee has been paid.
6. Hire includes, where required, reasonable use of trestles, tables, chairs etc. and the provision of heat and light. The Hirer should ensure that lights are switched off after use and will be charged extra if they are left on. The heating default setting is 15% and should be returned to this level after use, failure to do so will result in an extra charge.
7. In the case of Casual Hire, heating is not guaranteed. It is the responsibility of hirers to set out their own chairs, trestles, tables, equipment etc. and to replace such items after use.
8. There is no additional charge for the use of the kitchen facilities, including crockery, cutlery and utensils. Such use is, however, at the discretion of the Caretaker and Hirers are required to "wash-up" and tidy the kitchen after use. Tea-towels, table-cloths and other items that require laundry are not provided.
9. The Hirer is liable for any damage or breakages occurring during the period of hire. Rooms must be left as found and Hirers will be charged for any additional cleaning which may be required.
10. Bar Hire can be arranged through the Bar Manager and the premises will operate a Challenge 21 policy where anyone who looks under 21 will be asked to prove their age (e.g. Photocard, Driving Licence, Passport, and Proof of age cards bearing the PASS hologram). No one under 18 will be sold alcohol under any circumstances.
11. Public performance of copyright material (music, tapes, records etc.) is subject to an additional charge for the Performing Rights Society licence.
12. When the Hall is being used for a public entertainment, the number of people using the Hall is restricted for safety reasons under the Hall's Public Entertainment Licence. Where seating is in rows or around the walls of the Main Hall the maximum number of people permitted is 200 including children. When tables and chairs are used the maximum number is reduced to 158 in the Main Hall.

HEALTH AND SAFETY

13. In order to ensure compliance with the terms of the Hall's Premises Licence and to prevent disturbance to residents living close to the Hall, all bookings involving music are accepted on condition that such music is played at a reasonable volume. Monitoring of music volume will be undertaken and the Hirer will be required to comply with any request by a member of the Hall Committee or by the Caretaker to reduce excessive volume levels. Hirers are required to advise performers of this condition.
14. In order to ensure compliance with the terms of the Hall's Premises Licence, no electrical appliance (e.g., PA System, Lighting, CD player, disco equipment, or similar) shall be brought into the Hall and used by any hirer (or 3 party brought in by the hirer) unless such equipment is PAT approved (Portable Appliance Testing) and holds a certificate to that effect, issued by an electrician authorised to test such equipment and issue such certificates. Please contact the Caretaker prior to the event as the Hall does have equipment available, which is regularly tested.
15. Responsibility for any injury, loss or damage suffered by the Hirer or any persons attending the event in the hired room if such injury, loss or damage is caused by the Hirer or any persons themselves, or by any equipment or property brought into the building by the Hirer or any 3rd party services such as Bands, Musicians, Disco, Karaoke, Children's Entertainers, Catering etc or persons attending the event in the hired room, cannot be accepted by the Hall Committee. The Hirer must ensure that any 3rd party services brought into the premises have adequate public liability insurance to cover their own equipment and the personnel involved with the service. Again if you are not sure about this either contact or get the 3rd party service provider to contact the Caretaker prior to the event.
16. No extensions or alterations to the electrical system or the internal structure of the building or the stage will be allowed without the written permission of the Hall Committee and, in the event that permission is granted, work can only be carried out by suitably qualified personnel holding their own public liability insurance.
17. Any temporary extensions, constructions or alterations made by the hirer, whom the Hall Committee has permitted, must be covered by the Hirer's own public liability insurance and be inspected and approved by the Health and Safety Executive. Any cost relating to such temporary extensions, constructions, alterations, reinstatement or repair will be borne by the hirer.
18. It is the responsibility of the Hirer to ensure that any equipment used or stored in the hall is regularly inspected and that the appropriate certificate is obtained.
19. Children in the kitchen: Children under 5 are not permitted, Children under 18 only if accompanied by a responsible adult age 18 or over, a maximum of 3 children at any one time.
20. It is the responsibility of the Hirer to notify the Hall Committee regarding any Health and Safety concerns or observations that they may have.

LICENSED BAR

21. HIRERS CANNOT RUN THEIR OWN BAR.

DISCOUNTS

22. An individual or organisation making a block booking of more than 10 dates within a period of 12 months may pay monthly in arrears and will receive a discount of 25% on the normal rates, provided that accounts are settled within 14 days of invoice. For 25 or more bookings the discount rate is 40%. Note: If block bookings are made and discounts are given and the total number of bookings are not taken up the discounts already given will be deemed to be forfeited and will become repayable to the Hall Committee.

CANCELLATIONS

23. If a booking is cancelled less than two weeks in advance of the date of the session/event/function, the hire charge is not refundable. Cancellation between 2 and 4 weeks in advance: 50% of the hire charge will be refunded. Cancellations more than 4 weeks in advance: the booking fee will be returned less the following amounts: for all facilities £15, for the Main Hall and the Jubilee Room £5. In the event of a cancellation the Hirer is responsible for the payment of any expenses incurred by the Hall Committee in preparation for the session/event/function e.g. bar supplies.

BREAKAGES CHARGES

24. Must be notified to Caretaker and paid for: Cup £1.50, Saucer £1.00, Small Plate £1.25, Large Plate £1.75

KITCHEN EQUIPMENT AND FURNITURE HIRE

25. 1 Cup Saucer, Teaspoon 20p, 1 Plate 10p, 1 Cutlery Place Setting 10p, 1 Chair 20p, 1 Table 50p, 1 bench 30p