

# FYFIELD VILLAGE HALL -APPLICATION FORM

HIRE OF: Please tick –

MAIN HALL / MONICA COULING ROOM / BOTH

DATE & TIME REQUIRED

FULL NAME

ADDRESS incl. POST CODE

EMAIL ADDRESS

CONTACT PHONE NO.

ORGANISATION OR CLUB

PURPOSE FOR HIRING

TOTAL NO. HOURS AND RATE

N.B. Please ensure that you are cleared away and ready to leave by the end of your booking period, otherwise additional charges may be raised.

I, THE UNDERSIGNED, HEREBY APPLY FOR THE USE OF THE HALL(S) AS SET OUT ABOVE AND AGREE TO OBSERVE AND BE BOUND BY THE CONDITIONS OF LETTING, A COPY OF WHICH I HAVE READ. I UNDERSTAND THAT :

1. I shall be responsible for loss or damage caused during the hire period.
2. I am responsible for good order on the premises and the observance of safety conditions.
3. I am responsible for ensuring that the hall is left in a clean and tidy condition at the end of the hire period.
4. To hire the hall(s) I must be of the age of 21 years or over.

Telephone bookings are provisional for 7 days until receipt of this form and a deposit of 20% of the full amount.

The balance is due one week before date of booking.

**Please note that a breakage deposit of £200 will be required for Weddings, Parties, Social Events and any event with over 60 people attending.**

I attach payment (cash/cheque) for £..... being deposit/full payment for booking.

I attach payment (cash/cheque) for £..... being deposit for breakages. ( to be returned within 7 days of event subject to no damage to Hall or contents)  
(all cheques payable to Fyfield Village Hall).

SIGNED ..... DATE .....

Please return to:

**Debbie Smith, 38 Walker Avenue, Fyfield, Ongar, CM5 0RG.**

## **FYFIELD VILLAGE HALL CONDITIONS OF LETTING**

A copy of these Conditions shall be supplied to everyone hiring the Halls and every such person shall complete a form of application for hiring.

### **Acceptance of Conditions**

Every person upon signing a form of application shall be deemed to have accepted and agreed to be bound by these Conditions.

### **Bookings**

All applications for the use of the Halls should be made on an Application Form which shall be returned TOGETHER WITH 20% OF THE FULL BOOKING FEE. Bookings over the phone will be held provisionally for 7 days. If the Booking form, together with the Booking Fee, has not been received by the Treasurer within 7 days, then no engagement will be booked. The management Committee reserves the right to refuse any application for the use of the Halls or to cancel a letting. Should the Hirer cancel the letting, a refund of 90% of the fee will be made if the period in question is re-let, otherwise no refund will be made. The Committee may, in exceptional circumstances and at its sole discretion, waive or modify this rule. Whilst every effort will be made to provide the Hirer with the accommodation booked, the Committee will not be responsible for any claim for damages caused as a result of the non-availability of the accommodation other than the refund of the fees paid.

### **Vacation of Hall**

The Hirer must ensure that the Hall is left in a clean and tidy condition e.g. floors shall be swept, any liquid removed from floors and table tops cleaned. All rubbish must be removed by the hirer.

### **Damage**

Nails, hooks, adhesive tape, drawing pins or other devices must not be fixed to the walls, woodwork, doors and frames of the building. The Hirer will be liable for the total cost of repairing any damage to the building or the contents thereof, including fire extinguishers, and these costs shall be recoverable as a civil debt from the person hiring the Hall.

### **Music and Dancing Licence**

The Hirer shall observe the conditions of the Licences held by the Committee. All music must cease by 11.00pm unless special permission has been obtained from the District Council through the Management Committee to comply with the terms of its Licences.

### **Intoxicants**

Intoxicants may only be sold if a Bar has been booked. The Hirer is responsible for making any necessary notification.

### **Electrical and Heating System**

The electrical and heating systems must not be tampered with.

### **Parking of Vehicles**

The road to the Hall must not be obstructed.

## **Indemnity**

The Hirer shall indemnify the Committee from and against (A) all claims, demands, actions or proceedings in respect of any loss, damage or injury which may be brought against or suffered by the Committee arising from or in consequence of the non-observance or non-performance of any of the Conditions or Regulations or any act, neglect, default or omission of the Hirer, his/her agents or servants and (B) all claims, demands, actions or proceedings in respect of the death or injury howsoever and by whomsoever caused to any person which shall occur or arise from any accident or occurrence which shall happen while such person is in or upon any part of the premises or property of the Committee during the period of hire or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.

## **Hours of Booking**

The Hirer cannot take possession of the Hall before the time booked and must vacate the Hall not later than the expiring time. It is the responsibility of the Hirer to clear the Hall and failure to comply will result in an additional charge per hour or part thereof.

## **Phonographic Performance Ltd**

Fyfield Village Hall has the appropriate permissions covering all public performances including reproduction of music.

## **Noise**

Please keep amplified sound down to a reasonable level so as not to disturb neighbours, and open only those windows and doors on the Recreation Field side of the Hall.

## **Glass/Bottles**

All glass including broken bottles must be taken away from the Village Hall.

## **Bouncy Castles**

No Bouncy Castles are permitted inside the Village Hall.

## **Smoking policy**

The Hall operates a total no smoking policy.

## **Variations**

The Committee reserves the right at any time without notice to vary these Conditions.

**Fyfield Village Hall Management Committee**  
**January 2012**