

# BOOKING FORM

Please return forms ASAP for each booking

## Bourtons' Old Village Hall

### Hall Reservation Form

Contact: Maggie McAngus, 1 Valley View, Great Bourton, Banbury, OX17 1QJ - 01295 750497

Applicants Name and Address inc Postcode:-

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.....  
.....

Landline or Mobile Telephone Number:- .....

Email Address:- .....

Date of Event:- .....

Start Time:- ..... Finish Time:- .....

Type of Event {Birthday/Social/Commercial etc}:- .....

.....

Booking from Group Camping at Barnstones Caravan Site:- YES - NO

\*\*\*\*The Hall is Licenced for Public Entertainments, **BUT NOT FOR THE SALE OF ALCOHOL**\*\*\*\*  
A TENS Licence is required for this and is available upon application online to:-  
Cherwell District Council at:-

<https://www.cherwell.gov.uk/directory-record/1860/temporary-event-notice>

Rate/Payment Due (see schedule):- £ .....

Hirers Deposit **£35.00** Received:- YES NO Receipt Number:- .....

Requested by:- ..... Authorised by:- .....

CHEQUES TO BE PAYABLE TO - **BOURTONS VILLAGE HALL**

\*\*\*\*\*Caravan rallies please note \*\*\*\*\*

Please phone the booking agent, when on site, to arrange picking up the keys and checking out time.

# Bourtons' Village Hall

Registered Charity Number 1064257 (Oxon)

## CONDITIONS OF HIRE

### The Hirer to note the following

1. The Hall is covered by Public Liability Insurance only.
2. The Hall has a Fire Risk Assessment [FRA] and an Emergency Action Plan [EAP], which are published on the Bourtons Village website.
3. The hall can be hired for special events of all types. It is a requirement of the hirers to notify the booking agent of any special requirements ie. Electrical Equipment. The hirer must ensure that any electrical equipment has a current Portable Appliance Testing certificate (PAT certificate), unless it is under 12 months old, before it can be used on the premises.
4. The Hall Management Committee accept no responsibility for the loss or damage to property or personal injury during the period of hire, unless they are legally responsible.
5. The named applicant shall not be under eighteen (18) years of age and shall be in charge of and present on the premises during the period of hire.
6. The maximum number of people allowed in the main hall is fifty (50) with a further fifteen (15) allowed in the committee room (Utility).
7. Where any special (temporary) conditions are issued along with these conditions, the special conditions take precedence over these.

### The Hirer is responsible for the following

- Keeping and maintaining good order and decent behaviour during the period of hire.
- Arranging their own Public Liability Insurance cover and advising any persons attending any paid activity function that they are attending at their own risk and should arrange their own Personal Accident Insurance cover, if required. Any accident must be reported to the committee within 24 hours.
- Seeking permission from the Management Committee to obtain a Licence for the direct or indirect sale of alcohol, if this is intended. The Licence must then be produced for inspection by the Management Committee prior to the event once obtained.
- Security of personal belongings of the persons attending the hire.
- Loss or damage to the Hall, fixtures and/or fittings and any equipment or furnishings therein.
- Enforcing the strict "NO SMOKING" rule and all safety precautions.
- Emptying rubbish bins within the Hall into the wheelie bins outside the Hall and leaving the premises in a clean and tidy condition after use.
- Switching off heating, lights, turning taps off, locking up, making secure and depositing keys as instructed.
- Ensuring that events finish on time as scheduled and that users leave the premises in a quiet and orderly manner. **Latest lock-up time is 11pm.**
- Showing respect for the immediate environment with regards to **Noise, Litter and Parking.**

**Failure to comply with any of the above conditions of Hire may jeopardise the Hirer's deposit and future potential use of the premises.**

Conditions accepted by ..... Date: .....

On behalf of .....