

MUKER VILLAGE HALL
REGISTERED CHARITY 1098816
BOOKING FORM

1. NAME OF APPLICANT OR ORGANISATION.....

2. ADDRESS FOR CORRESPONDENCE
.....
.....
.....

3. POST CODETELEPHONE NUMBER.....
EMAIL..... MOBILE NUMBER.....

4. PURPOSE OF HIRE.....

5. DATES OF HIRE.....

6. TIMES OF HIRE: FROM.....TO.....

7 a. COST OF THE HALL ONLY.....

7 b. COST OF THE KITCHEN.....

7c. COST OF THE HALL AND KITCHEN.....

8. TOTAL COST OF HIRE.....DEPOSIT PAID.....

9. I/WE AGREE THAT THE USE OF MUKER VILLAGE HALL WILL BE FOR THE PURPOSE STATED ABOVE

10. IT SHALL BE USED IN ACCORDANCE WITH THE CONDITIONS GIVEN OVE LEAF.

11. SIGNED.....DATE.....

POSITION IN THE ORGANISATION (if applicable).....

MUKER VILLAGE HALL HIRING CONDITIONS

1. The hirer shall not be under eighteen years of age,
2. The hirer shall, during the period of hire, be responsible for the supervision of the premises, the fabric and their contents and the behaviour of persons using the premises.
3. The hirer will either make good or pay for any damage done to the premises or any property belonging to the hall, stolen or destroyed or removed during the period of the hire.
4. The hall must only be used for the purpose described on the hiring agreement and cannot be sublet.
5. The maximum number of people at any one time is 120. Any children involved must be supervised at all times.
6. The "hall trustees" will have no liability for any article or equipment brought into or stored on the premises by the hirer.
7. The hirer shall ensure that nothing is done at, or in relation to, the village hall in contravention of the law relating to the gaming, betting and lotteries rules.
8. If selling alcohol is involved, the hirer needs to give the booking secretary notice of their intention and is responsible for getting their own licence; all alcohol must be sold legally.
9. The hirer will ensure:
 - a) all fire exits are unlocked and all escape routes are free of any obstruction
 - b) no fire doors are wedged open.
 - c) there are no obvious fire hazards on the premises.
 - d) no flammable items are to be brought into any part of the hall.
10. The hirer should familiarise themselves with the building, the fire exits, the fire extinguishers and the fire blanket and the whistle on the edge of the notice board in the hall. In case of a fire, blow the whistle three times to draw the attention to the need to get out of the Hall immediately, call the fire brigade; the muster point is across the road on the grass.
11. Some electrical appliances by law must have a PAT certificate, any other electrical appliances brought into the hall must be in good working condition and used in a safe manner.
12. The hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.
13. The hirer shall, if selling goods in the hall, comply with fair trade laws and any code of practice used in connection with such sales.
14. The hirer shall ensure there is NO SMOKING in the village hall at any time, or near either exit doors.
15. All accidents must be noted in the accident book which is in the kitchen and reported to either the booking secretary or the secretary.
16. At the end of the hire, the hirer is responsible for leaving the premises and surrounding area in a clean and tidy state. The instructions as to what is expected are in the kitchen.