

CLEVEDON TOWN COUNCIL

VILLAGE HALL - BOOKING APPLICATION FORM

NAME OF HIRER:

ADDRESS:.....

..... TEL.NO:

NAME OF ORGANISATION:

NATURE OF USE:

DATE(S) REQUIRED:

HOURS REQUIRED: FROM: TO:

KEYS: WILL BE REQUIRED [] WILL NOT BE REQUIRED []

SUPPLY OF KEYS: If keys are required, please detail below the person nominated as responsible for the setting of the security alarm system and the safe keeping and return of the keys.

NAME & ADDRESS

OF KEY HOLDER:

.....TEL NO:

(Keys can be returned by posting through the letter box after the outer door has been locked.

I/WE CONFIRM that I/we have read the Conditions of Hire, given below, and agree to abide by them.

SIGNED:..... DATE:

CONDITIONS OF HIRE

1. The Hall may NOT be used for commercial (public sales or auctions) or political purposes.
2. NO music, singing or dancing is permitted.
3. NO intoxicating liquor is to be sold or consumed on the premises.
4. NO advertising material may be displayed without prior permission.
5. LIMIT of 60 PERSONS, in respect of all uses of the Hall (Fire Regulations).
6. Functions held in the Hall shall FINISH at 11.00pm at the latest.

/cont'd.....

7. The Hall is available for use by organisations in the Town. A charge is made to cover lighting, heating, cleaning etc of £7.00 PER HOUR OR PART HOUR. A reduction is made for charities.
8. APPLICATIONS for use of the Hall must be made on the form provided.
9. The right to accept or reject an application is reserved.
10. The HIRER must be a person of known responsibility and may be asked to supply references.
11. The HIRER, or the Hirer's nominee, must take responsibility for the collection of the keys, if required, and receive instruction on the use of the security alarm system.
12. The HIRER shall indemnify the Council against all fees, claims, damages, proceedings, fines cost, charges and expenses which may be taken out against, incurred or sustained by them by reason or account of the use of the Hall by the Hirer.
13. THE HIRER TO NOTE:
 - 13.1 Nothing, no nails, drawing pins, tacks etc, to be driven into the walls or woodwork of the Hall.
 - 13.2. No decorations, accessories, fixtures or fittings shall be removed from the Hall.
 - 13.3 Any DAMAGE to the building or its contents or any article, owned by the Council, lost, then the HIRER SHALL BE RESPONSIBLE for making good the damage or loss.
14. The HEATING is controlled by a time switch in the entrance lobby. Instructions are posted on the wall above the time switch.
15. IN THE EVENT OF A FIRE:
 - 15.1 Ensure that all members/guests vacate the Hall via the TWO EXITS.
 - 15.2 Close all windows, doors etc and call the Fire Service - nearest telephones are:
 - i) Wagon & Horses Public House - almost opposite.
 - ii) Queen's Square - outside Boots the Chemist.
16. VACATING THE HALL:
 - 16.1 The Hall is to be left in as good a condition as when entered..
 - 16.2 The kitchen should be left in a clean and tidy state and all appliances unplugged.
 - 16.3 The Hall must be cleared of all items brought to service a function on the occasion of the function and the Hall to be left as it was found. If this clause is not complied with a charge will be made over and above the hire charge.
 - 16.4 Users of the Hall are responsible for ensuring that when the Hall is vacated the lights are extinguished, the heating and extractor fan switched off, all doors and windows locked and the security alarm set.
17. The COUNCIL reserves the right to visit the Hall during the course of a booking.
18. Certain of the above conditions may be waived if a written application is made and the Council is in agreement.
19. LONG TERM BOOKINGS - The Council reserves the right to cancel a booking should it be necessary to convene a meeting of Council or one of its Committees.