

Yateley Village Hall

Old School Lane

Yateley

Hampshire

GU46 6NG

Bookings/Enquiries: 01252 870707

E-mail: yateleyvh@gmail.com



Hire Agreement No:

Between Yateley Village Hall Management Committee and

Full Name:			
Address inc postcode:			
Telephone No:			
Email:			
Contact Name if different:			
Contact Tel No if different:			
Event Purpose:			
No attending (adults/children):			
Day & Date Required:		Set Up Time:	
Event Times Required:		Down Time:	
Bar Times (7.00-11.00pm)	Any other to be agreed by Bar Manager:		
Full Booking Fee inc set up etc.	£	Deposit (pay on signing)	£30
Date balance to be Paid:		Balance to be Paid:	£
Extra Requirements <i>(may involve extra costs):</i>	Cleaner (extra)	Kitchen	BAR (extra see below)

TERMS & CONDITIONS OF HIRE – Please read carefully

1. PAYMENTS

By paying the £30 deposit I have read and agree to the Terms & Conditions below.

PAY ON LINE: Barclays Bank, A/C Name: Yateley Village Hall, A/C No: 90989401, Sort Code: 20-16-99
OR Cheques payable to Yateley Village Hall.

A deposit of £30 shall be paid at the time of booking which shall be forfeited if the booking is cancelled by the hirer and the Management Committee are unable to obtain an alternative booking. The balance to be paid 2 weeks prior to the event. Fee / time must include setting up and taking down.

A refundable damage deposit of £50 for children's parties/£100 for bar events shall be paid, before the event. This deposit will be refunded only if there is no damage to the village hall or its contents. This also includes undue or excessive fouling of the toilet areas, hall, lobbies, corridors, bar area kitchen and garden.

There is a minimum spend in the Bar of £100 if booked which is required on the night from the hirer.

2. The hirer must be 21 years of age or over.

3. **BAR:** The consumption and/or sale of personal intoxicating liquor WILL NOT be allowed other than from the licenced bar facilities provided according to the Law. The bar is booked on the understanding that if takings are less than £100 the balance will be required on the night from the hirer. Specific requests can be made to the bar manager for extras to be put on including table wines and pre-reception drinks etc. If there is evidence of alcohol being brought in or other wrong doing the damage deposit will be forfeit and the persons involved will be asked to leave.

Initial to indicate agreement

4. **RUBBISH:** Black sacks are not provided by YVHMC and all refuse must be removed from the premises, and not deposited in the car park or bin area. The Hirer shall leave the premises clean and tidy on completion of the hiring. Suitable receptacles are provided for small amounts of refuse, but the hirer shall arrange for the removal of the main refuse accumulated. Should the premises be left in a visibly unsuitable state then cleaning charges will be taken from the damage deposit, also if refuse/black sacks are dumped in car park area or in or around bin area.

5. The hirer to ensure that only those areas detailed on the booking form are used for the purpose of the hiring.
6. Access shall be limited to the times detailed on the booking form.
7. **ENTERTAINMENT:** Whenever music, live or recorded, is to be used, the hirer shall ensure that no nuisance is caused to nearby residents. Under regulations set by the 2003 Licencing Act and Hart District Council, one of the conditions is that doors and windows will be kept closed after 9.00 pm except for access and egress. **ALL REGULATED ENTERTAINMENT WILL TAKE PLACE INDOORS. MUSIC WILL CEASE BY 11.30pm,** other entertainment will cease as advised.
8. The Management Committee reserve the right to cancel the booking at any time, in which case the booking deposit will be refunded, but no liability for any resultant loss shall be incurred by the Management Committee.
9. The hirer shall ensure compliance during the period of hire with any statutory requirements, bye-laws or regulations made by any organization or authority in respect of the premises to be hired.
10. **TABLES:** All banqueting tables must have full table coverings on them either disposable or table linen. Should management consider that table coverings are inadequate they will provide suitable coverings at cost price at the hirers expense which will be subtracted from the damage deposit.
11. **DAMAGES:** Notwithstanding the payment of the damage deposit, the hirer shall be solely and totally responsible for the cost of any repairs to furniture, fixtures or fittings necessitated by damage caused as a result of the hiring. Fair wear and tear shall be expected. (Please use Blu Tack or equivalent for decorations fixed to walls etc). NO SELLOTAPE as it takes paint off. No tape or adhesives should be used on the floor.
12. The YVHMC and Trustees accept no responsibility in respect of damage or loss, accident, death or injury that may occur whilst persons are on the premises or curtilage arising from any cause whatsoever. The YVHMC and Trustees further accept no responsibility for any loss due to the breakdown of any equipment. The failure of electricity, leakage of water, fire, Government restriction or act of God which may cause the village hall to be temporarily closed or the hiring to be interrupted or cancelled. The hirer shall indemnify the YVHMC and Trustees against any claim, which may be made by any persons resorting to the village hall during the hiring in respect of any such loss or damage or injury. In the event of an accident occurring to any person(s) in the village hall or its curtilage, full details must be provided to the Staff as soon as possible and in any event within 24 hours of the accident, so that the necessary entry can be made in the accident book.
13. **FIRE EXITS:** In the event of fire the Hirer shall ensure compliance with the instructions displayed on the premises and the hirer is advised to familiarise themselves with those instructions and with the locations of fire exits and alarm points, keeping fire exits clear.
14. **PARKING:** The hirer shall take all measures necessary to ensure that parking does not take place on adjacent highways or footpaths, in nearby residential roads or on grassed areas. Adequate hard surfaced car parking areas are provided within the Village Hall site. Without prejudice to the generality of the foregoing, you use this car park on condition that the company, its servants or agents, will not be liable for any loss of or damage to any vehicle or its contents or any property whatsoever other than that which is attributable to wilful misconduct on its or its servants or agents part. Vehicles may be left overnight at the vehicle owners own risk.
15. Hirers will be given as much notice as possible of any intended changes in hire charges and will be given the option to either confirm or cancel their bookings. In the event of cancellation for this reason the booking deposit will be refunded even though an alternative booking may not be obtained.
16. The right of entry to the village hall is reserved to the Management or any other agent of the Trustees and any police officer at any time during the hiring.
17. The hirer and hirers guests should be made aware that other hirers of rooms may be on the premises at the same time and the public may also have use of the bar or garden area. The public and other users have no right however to interrupt the hirers use of the main hall and should an occurrence happen, the hirer should report the problem to the Staff on duty.
18. **SMOKING:** including E-cigarettes in any part of the building and so called 'legal highs' are not permitted in building or garden. Doing so subjects the hirer to forfeit their damage deposit. Those persons involved will be asked to leave.