



CONDITIONS OF HIRE

BORSTAL VILLAGE HALL TRUSTEES RESERVE THE RIGHT TO REFUSE TO LET THE HALL AND / OR REFUSE ADMISSION TO THE HALL AND WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO PROPERTY OF PERSONS USING THE HALL, HOWSOEVER CAUSED.

THE HIRER WILL BE LIABLE FOR ANY DAMAGE TO THE HALL, FURNITURE, FITTINGS, EQUIPMENT AND THE SURROUNDING GARDENS.

CHARGES AND PAYMENT

MONDAY-FRIDAY- £12 PER HOUR OR PART THEREOF

SATURDAY, SUNDAY AND BANK HOLIDAYS - £15 PER HOUR OR PART THEREOF

ALL REGULAR BOOKINGS MUST BE PAID 1 MONTH IN ADVANCE

HALL RESTRICTIONS

A MAXIMUM ATTENDANCE OF 70 PEOPLE

ALL MUSIC MUST CEASE AT 22:00 HOURS

ON SATURDAYS THE PREMISES TOTALLY VACATED BY 23:00

ON SUNDAYS AND WEEKDAYS THE HALL MUST BE TOTALLY VACATED BY 22:00

FUNCTIONS FOR PERSONS BETWEEN THE AGE OF 12 TO 21 YEARS ARE NOT PERMITTED.

NO PYROTECHNICS, FIREARMS, SPECIAL EFFECTS OR BBQ'S TO BE USED INSIDE OR OUTSIDE THE HALL

BOUNCY CASTLES ARE RESTRICTED TO SMALL AS THE CEILING IS ONLY 8 ft

HIGH ALCOHOL IS NOT TO BE SOLD WITHOUT THE RELEVANT LICENCE

HALL REQUIREMENTS DURING HIRE

THE HALL MUST BE LEFT IN A CLEAN AND TIDY STATE ON COMPLETION OF THE HIRE THIS INCLUDES:

- REMOVING ALL RUBBISH FROM THE PREMISES.
- TABLES AND CHAIRS ARE CLEANED BEFORE RESTACKING, CHAIRS SHOULD BE STACKED IN PILES OF 10 WITH THREE STACKS PLACED EITHER SIDE OF THE WALL NEAR THE ENTRANCE. ALL TABLES SHOULD BE PUT AWAY IN THE AREA NEXT TO THE LADIES WC.
- NO NAILS OR TACKS ARE TO BE DRIVEN INTO THE WALLS, DOORS, WINDOW FRAMES, OR CEILING ETC. ONLY "BLUE -TACK" OR SIMILAR PRODUCTS MAY BE USED. NOTHING TO BE FIXED TO CEILING.

HIRERS OF THE HALL SHOULD HAVE THEIR OWN PUBLIC LIABILITY INSURANCE

THE TRUSTEES THAT OPEN AND CLOSE THE HALL ARE ALL VOLUNTEERS SO IT IS IMPORTANT THAT THE HIRE TIMES ARE ADHERED TO AVOID UNNECESSARY WAITING.

ENSURE YOU ALLOW ADEQUATE TIME TO CLEAR UP AND CLEAN THE HALL IN YOU BOOKING HOURS

HALL FACILITIES

WE HAVE 60 CHAIRS AND 10 TABLES

KITCHEN WITH KETTLE, OVEN AND FRIDGE - WE DO NOT SUPPLY ANY COOKING UTENSILS, PLATES OR CUTLERY

PARKING FOR FOUR CARS

CANCELLATIONS

IF YOU NEED TO CANCEL YOUR BOOKING PLEASE LET US KNOW IN WRITING AND WE WILL ARRANGE TO RETURN YOUR DEPOSIT AS FOLLOWS:

OVER 30 DAYS NOTICE -100%

BETWEEN 8-29 DAYS NOTICE- 50%

7 DAYS OR LESS NOTICE - 0%

FAILURE TO COMPLY WITH ANY OF THESE CONDITIONS WILL RESULT IN THE LOSS OF ALL OR PART OF THE DEPOSIT

HIRERS MUST SIGN THE BOOKING CONTRACT AND ENTER THEIR BANK DETAILS FOR DEPOSIT RETURN THE BOOKING IS NOT CONFIRMED UNTIL THE BOOKING FORM IS RECEIVED AND DEPOSIT/FULL PAYMENT MADENO BOOKING IS CONFIRMED UNTIL CON

I have read and understood and fully accept the conditions of hire and agree to be bound by them.

Signature Date / /

Bank Details for payment - Use Surname as Transfer reference

Account: Borstal Village Hall

Sort Code: 30.97.12

Account No: 00027111

Please enter your bank details below for Deposit return

Full Name:

Bank:

Sort Code:

Account No: