

TYSOE VILLAGE HALL

Application for hire by Residential/Domestic/Private User
PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

YOUR DETAILS:

Name: _____

Address: _____

Email: _____

Postcode: _____

Home phone: _____

Mobile phone: _____

REASON/PURPOSE OF HIRE :

HOURLY HIRE RATES BETWEEN 8.00 AM AND MIDNIGHT:

MAIN HALL £8.00 PER HOUR (RESIDENTIAL) £10PER HOUR (COMMERCIAL)
KITCHEN £5.00 PER HOUR
COMMITTEE ROOM £6.00 PER HOUR

DATE :

START & FINISH TIMES :

	No off Hours	Hourly Rate	Hire Charge
Main Hall		£8.00	
Kitchen		£5.00	
Committee Room		£6.00	

FURNITURE/CROCKERY HIRE/CLEANING/DEPOSITS

(Furniture hire is for use off the premises and is per item, per 1 day period)

	Start date	End date	Quantity	Rate	Hire cost
Table				£10.00	£ :
Chair				£1.00	£ :
Crockery/Cutlery				Negotiable	£ :
Deposit*	Required for all parties finishing after 10pm			£100.00	£ :
Key deposit	Required at the discretion of the Booking Secretary			£250.00	£ :

*Hired areas left unfit for IMMEDIATE re-hire will incur a charge for cleaning which will be a minimum of £50.00 and will be deducted from your deposit.

TOTAL

£ :

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READ THIS FIRST

TERMS AND CONDITIONS

1. The times booked are the times during which the rooms and their facilities are allocated for your exclusive use. WHEN MAKING YOUR BOOKING, DO NOT FORGET TO INCLUDE SUFFICIENT TIME AND/OR SPACE TO ENABLE YOU TO SET UP AND/OR CLEAR AWAY. THIS TIME IS CHARGEABLE AT THE RATES SHOWN OVERLEAF. If you wish to set-up in advance, you may do so, but you will have to pay for the rooms which you occupy as they will no longer be available for letting. You must vacate the premises by the agreed time.
2. Keys and access to the premises are provided on a trust basis. THE HIRER IS RESPONSIBLE FOR ALL KEYS, FIXTURES AND FITTINGS DURING THEIR PERIOD OF HIRE. Keys must be returned at the first opportunity if key deposits are to be returned. Where key deposits are taken, the amount required reflects the cost of replacing locks in addition to keys in the event of key loss. It is an insurance requirement that all locks are replaced in the event of key loss.
3. Bin bags are provided for the use of hirers but ALL WASTE MUST BE REMOVED from the site at the end of the hire period. The Village Hall does not have a waste collection facility. It keeps hire costs down.
4. All rooms, fixtures and fittings which are occupied during the hire period must be left in state fit for immediate use by the next hirer.

5. Whilst the Hall is in use, THE EMERGENCY EXIT LIGHTS MUST BE SWITCHED ON. The switches are located by the front entrance door and also by the mains power isolator to the left of the stage-front. (large yellow/red switch). Each room has independent light switches, to be turned off on exiting rooms. **Heating in main hall requires £1 or £2 coins for meter hirer to supply**
6. All breakages/damage are chargeable.
7. THE USE OF STICKING TAPE OR DRAWING PINS on any walls or woodwork is PROHIBITED.

THE POLICE RESERVE THEIR POWERS TO CLOSE THE VILLAGE HALL IF THERE IS EXCESSIVE ROWDINESS IN THE VILLAGE AS A RESULT OF A FUNCTION HELD IN THE VILLAGE HALL. IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT SUCH CIRCUMSTANCES DO NOT ARISE.

I have read the terms and conditions of hire and I agree to abide by them.

Signature: _____

Print name: _____

Date: _____

Please note;

- Full payment is due with this application by cheque payable to 'Tysoe Village Hall'. The reservation will not be confirmed until full payment has been received and cleared.**
- If you wish to sell alcohol you must apply to Stratford-on-Avon District Council for a licence. The licence will need to be shown to the Bookings' Secretary.**
- You must read and sign the Terms and Conditions of hire above and you must pay for all breakages.**

Bookings for commercial purposes are subject to negotiated rates of charge.
Enquiries to the Booking Secretary – details below.

Please complete this form and return it together with the relevant fee to:

Jacqueline Franklin (Bookings' Secretary), Rose Cottage, Main Street, Tysoe. Tel: (01295) 680 051
Mobile 07816403798