

Preston- on- Wye Village Hall Booking Form

DATES:

TIMES : FROM..... TO.....

Type of Event.....

Bar required ?

Areas required:

Main Hall.....Kitchen.....meeting room.....

Hall (including stage):- £ 7.00 per hour (includes modest tea/coffee making facilities)

Kitchen:- £ 10:00 per hour to include gas and electricity

Weekend hire:- £200.00 from 10 a.m. Friday to 4 p.m. Sunday

Total cost £

(all preparation and cleaning time must be included with the booking period)

Name and address of hirer

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.....
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Tel no Mobile no.....

Name and address of steward

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.....
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Tel no Mobile no

Name and address of additional stewards (if required)

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.....
.....

Tel no Mobile no:

Key is available from Mrs Jo Lee, Lorien, Blakemere Lane, Preston on Wye, Hereford HR2 9JX

01981 345080 / 0772 356 2649/ joandjohn.lee@btinternet.com

Preston- on- Wye Village Hall Booking Form

Bookings	<p>Events must be finished by midnight and participants are to leave in a controlled and considerate manner, with consideration to residential properties</p> <p>To be made on booking form and signed to confirm acceptance of the standard conditions of use and hire. All bookings are provisional until a completed and signed booking form has been logged with the Booking Secretary.</p> <p>Please see separate booklet for full details of the standard conditions of use and hire</p>
Stewards	<p>The hirer must appoint the appropriate number of stewards prior to the start of the event and their details must be kept with the Booking Secretary. One steward is required for the main hall however if there is a public party there must be three stewards.</p> <p>Stewards must be familiar with fire regulations as stated in the appointment of stewards and their responsibilities and the halls health and safety risk assessment sited in the foyer of the hall</p>
Breakages	Please report all breakages to the Village Hall committee
Payment	Payments can be made by cash or cheque (to Preston on Wye Village Hall)
Alcohol	Only alcohol served on the premises can be consumed on the premises and will not be served after 11:30 pm
Kitchen	The kitchen charge is for the gas/ cooker use and washing up facilities. A modest amount of tea/coffee making and washing up can be included in the main hall price (please clarify with the Booking Secretary)
Parking	Please note that there is no designated parking, the village green is used but may not be suitable in inclement weather.

The hirer not being under 18 , hereby accepts responsibility for being in charge of and on the premises at all times when the public is present and for ensuring that all conditions under this booking agreement relating to the management and supervision of the premises are met. It is further agreed that the standard conditions of use and hire together with any additional conditions which may be imposed by the Village Hall Management Committee under the premises licence shall form part of the terms of this hiring agreement.

I confirm that I have read and agree to abide by the standard CONDITIONS OF USE AND HIRE.

(SIGNED)(DATE).....