

# The Village Hall

MILBORNE ST ANDREW DT11 0JX

[www.milbornestandrew.org.uk/villagehall](http://www.milbornestandrew.org.uk/villagehall)

Registered Charity No. 1176828



## BOOKING FORM

Name of organisation / hirer	Contact name
Tel. No:	Contact Address
Email:	
Date(s) required	Brief description of the event:
	Access required from (time) to (time)

Your Booking Fee includes all Heating and Lighting, access to a Kitchen with Crockery and Cutlery and use of AV equipment comprising a modern SMART, WiFi connectable 75"TV and Soundbar.

Additional fees are payable if you wish to use Stage Lighting, our Digital Projector or provide Alcohol.

Space required: tick <input checked="" type="checkbox"/> and enter the number of hours and the fee to pay (hours x rate per hour)	<input checked="" type="checkbox"/>	Regular rate / hour	Corporate rate / hour (day*)	Number of hours	Fee to pay
Main Hall with kitchen		£10.00	£35.00 (£250)		
Committee Room		£7.00	£25.00 (£175)		
Main Hall with kitchen + Committee Room		£15.00	£50.00 (£350)		

\*Daily Charge 9.00am – 5.00pm, or other, by arrangement.

**Extra charges applicable for your event** (where the Village Hall has incurred additional costs to provide equipment, licences etc.)

	<input checked="" type="checkbox"/>	Charge	Fee to Pay
Stage Lighting (liaison with Milborne Players is <b>ESSENTIAL</b> , – see overleaf)		£10.00	
Providing / selling / serving alcohol – note conditions overleaf		£5.00	
Use of digital projector for film / presentation		£10.00	

We prefer payment to be made by direct bank transfer (BACS):

Account Name: Milborne St. Andrew Village Hall,

Sort Code: 09-01-52, Account Number 16273803

Cheques should be made payable to Milborne St. Andrew Village Hall

TOTAL fee payable	
Payment made with this booking	

- The hall is **NON-SMOKING** and is licenced to hold a **maximum of 100 persons seated**.
- All bookings are subject to the **terms and conditions summarised overleaf**. Full terms and conditions are displayed at the Village Hall and on the Village Hall web-pages.
- Payment for **Private Bookings** must be made **in advance** of the event.

Declaration:

I agree to abide by the terms and conditions of hire and confirm that I am over 18 years of age.
Signed:
Date

Please return this form to the Hall Booking Secretary:

Susan Poet  
Garden Cottage, Milton Road,  
Milborne St. Andrew DT11 0JZ  
[MSAvillagehall@gmail.com](mailto:MSAvillagehall@gmail.com)  
07866 313999

## A summary of the Terms and Conditions of Hire.

Detailed terms and conditions are on display at the Village Hall and on the Village Hall's web pages at [www.milbornestandrew.org.uk/villagehall](http://www.milbornestandrew.org.uk/villagehall)

### CONDITIONS OF HIRE

The Trustees are required to review and implement statutory requirements for public health and safety as they apply to the use of the Village Hall. User Groups and other hirers of the Hall play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our Health and Safety standards.

Hirers should ensure that they have a nominated individual responsible for health and safety during each event. A risk assessment should be carried before any activity is undertaken and no activities are allowed which involve an unreasonable risk to the Hall users, members of the public and / or damage the Hall facilities.

Children are to be supervised at all times.

The Village Hall's public liability insurance indemnifies its Trustees and others acting on behalf of the Village Hall against their legal liabilities to third parties. Hirers of the premises should obtain insurance to cover their own particular liabilities.

### PAYMENT / CANCELLATIONS

- An invoice for a booking will be issued to the hirer soon after the completed Booking Form is received by the Booking Secretary.
- Payment for Private and Corporate bookings should be made in advance of the event.
- Payment for regular bookings made by clubs etc. should be made in advance of the first session unless other arrangements have been agreed with the Booking Secretary.
- If an event is cancelled more than two weeks in advance then a full refund of the fee paid will be made. Refunds or partial refunds, following a cancellation less than two weeks in advance, will be made at the discretion of the Managing Committee on the basis of the particular circumstances resulting in the cancellation.

### ALCOHOL ON THE PREMISES

The Village Hall holds a Premises Licence which permits all licensable activities between 10.00am and midnight.

- The hirer should ensure that alcohol is not served to or consumed by anyone under the age of 18 years.
- Drunk or disorderly behaviour will not be permitted either on the premises or in the immediate vicinity.

### CARE OF THE PREMISES

- Hirers should find the Hall in a clean and tidy condition when they arrive.
- The Hall should be left in a similarly clean and tidy condition when the hirer leaves the premises.
- All rubbish should be taken away by the hirer.

### FIRE SAFETY

- The hirer should ensure that all exits are clear and are easily accessible at all times.
- In case of fire:
  - Sound the alarm and evacuate the building. Assemble on the hard games area (MUGA).
  - Call the emergency services by telephoning 999.
  - Fire-fighting equipment is located around the premises for use in an emergency and should not be tampered with.

### USE OF STAGE LIGHTING AND/OR AUDIO EQUIPMENT

- Hirers who wish to use the stage lighting or audio equipment must contact our Village Hall amateur dramatic group, the Milborne Players, to discuss their requirements **well in advance** by telephoning the Players' Hall representative, Ian Karley, on 01300 320748.

### CAR PARK

- The car park will normally be available for the exclusive use of the hirer although this cannot be guaranteed.
- Cars are parked in the Village Hall car park at the owners' risk. The Trustees cannot accept any responsibility for loss or damage to vehicles or their contents when parked on the premises.

### VACATING THE PREMISES

- The premises should be vacated by midnight unless other arrangements have been agreed with the booking secretary.
- Use of the Hall beyond the booked time may cause difficulties for any follow-on hirer and will be charged for.
- **Hirers leaving the Hall late at night are asked to do so quietly, taking care not to disturb nearby residents.**