



## **BOOKING FORM**

To make a firm booking, please email this form to: [frisbyvillagehall@gmail.com](mailto:frisbyvillagehall@gmail.com)

Please note that provisional bookings will only be held for 2 weeks.

Full Name	
Contact Telephone Number	
Email address	
Full Address	
Reason for Hire	
Day & Date required	
Hire time to start (Including Set Up)	
Hire time to end (Including cleaning & clear down)	
Hire Hours in total (£12 per hour to be paid in advance)	

Please indicate below if you will require use of the following facilities:

Kitchen Yes/No

Music/sound system Yes/No

White easycare tablecloths Yes/No

Will you sell alcohol at this event? Yes/No (If yes, please see Conditions of Hire for further advice.)

Please Note: There is a Health & Safety Manual onsite located in the main hall on the right-hand side as you walk in.

By signing this booking form you are agreeing to the terms & conditions set out overleaf.

Signature

Date

For further information please contact: [frisbyvillagehall@gmail.com](mailto:frisbyvillagehall@gmail.com)

## Frisby on the Wreake Village Hall – Terms & Conditions of Hire



1. **HALL USAGE:** The hirer is responsible for the hall during the period booked. Its usage is specifically and only for the purpose indicated on the booking form.

2. **HIRE CHARGES:** The hirer is required to pay the charges due for the entire time the hall is booked and used, including preparation, and clearing down. **Payment is due at least 1 week in advance of the booking** via bank transfer on the details below, if paying this way isn't possible, please ask for details of where to pay in cash.

Name of Account:	Frisby on the Wreake Village Hall
Bank:	Natwest, Melton Mowbray Branch
Sort Code:	01-06-34
Account No:	53465865
Payment Ref:	HIRER SURNAME

Event up to 11 pm, including set up and clear up time £12.00 per hour

Event after 11 pm £14.00 per hour

3. **CAPACITY:** The maximum capacity of the hall is 120 persons and the hirer must ensure that this is not exceeded.

4. **ALCOHOL LICENCE:** Frisby Village Hall is not licenced for the sale of alcohol. If your event involves the sale of alcohol, the hirer must obtain a Temporary Events Notice (TEN). Please contact Melton Borough Council on 01664 502502 and/or download an application form for a Temporary Events Notice from their website.

5. **EQUIPMENT:** The hirer must not interfere with heating, lighting or electrical systems or equipment other than as directed. Any equipment which is not working must be reported immediately to the Booking Secretary. Hazardous or dangerous items may not be brought onto the premises. The erection of a bouncy castle for children's parties are permitted however restrictions do apply, please ensure you ask for further details.

6. **TABLECLOTHS:** Use of the white linen tablecloths must be booked in advance and a charge will be made for professional laundering. White easycare tablecloths are available for general use and these should be laundered by the hirer and returned to the Village Hall as soon as possible after the event.

7. **FIRE SAFETY:** The hirer is responsible for identifying the location and functions of fire safety equipment and exit doors.

8. **CLEARING EVENT:** The hirer is responsible for ensuring that the hall, kitchen and surroundings are left in a clean and tidy condition. Should the oven &/or dishwasher be used these should be cleaned to the standard you found them in, should this not be the case a discretionary charge may be levied. Please advise of any breakages; the hirer may be charged. All doors and windows must be secured. Please ensure that all bottles, cans and paper are put in the brown recycling bins & all other refuse goes in the black wheelie bin both are located just outside the main front door to your left. Baby changing facilities are provided however please ensure all soiled nappies are put in the black bin outside of the hall.

9. **NOISE LEVEL:** To respect our neighbours, hirers are asked to leave the hall by midnight and to keep the volume of sound generated at a reasonable level.

10. **INSURANCE:** Frisby Village Hall has public liability insurance. This does not include the use of Bouncy Castles. Hirers must ensure that the Bouncy Castle supplier will provide full insurance to include damage to property or persons on the castle, not just their equipment.

11. **INJURY, LOSS, DAMAGE:** The Committee accepts no liability for any personal injury incurred or for loss of or damage to private items or property resulting from the hiring.

12. **CANCELLATION:** The Committee reserves the right to cancel or terminate a booking due to circumstances beyond its control. If a booking is cancelled by the hirer there must be a 2 week notice period given or a charge may be made.

13. **DEPOSITS:** For events exceeding a 7 hour time period, a deposit of £25 is required at the time of booking. Deposits are non-refundable for cancellations made 4 weeks or less before an event.

14. **PARKING:** If you & your guests intend to use the small hall carpark please be aware there is a tight turning circle & the centre of the car park **MUST** always be kept clear for emergency services should they be required, there are signs hanging just inside the hall that can be mounted on the pillars in front of the main door to inform your guests.