

Harringworth & Shotley

HARRINGWORTH VILLAGE HALL: BOOKING FORM

Authority is hereby given for the Village Hall to be used for the following:

Name of individual responsible for function

Address

Postcode

Telephone number

Email

Type of function/activity

Date

Time from

to

I hereby agree to the following conditions:

1. To use the Hall only during the dates and times specified above. (set-up and break down times are not included, but should be agreed with Mrs Frankland)
2. To ensure that the Hall, it's contents and condition are restored to the situation in which they were found within 24 hours of the end of the function. To wash and return, within three days, any Hall tablecloths and tea towels.
3. To safeguard the property of the Hall, report to Mrs Frankland any breakages/damage that may occur and to pay for any repairs and replacement of broken equipment.
4. To sweep the main hall floor and to ensure that all rubbish and other items are cleared from both within the Hall and from the immediate outside area at the end of the function, or at the latest within 24 hours of the end of the function. To ensure that ALL rubbish is removed from the site, including emptying bins and dustbins, as we do not have a Caretaker.
5. To pay the Treasurer to the Trustees the appropriate fee for the use of the Hall.
6. To advise any village residents, residing in the immediate vicinity of the Hall, of any inconvenience that they may expect due to the function, e.g. loud music.
7. To apply for any necessary Licence for the sales of alcohol during the function and to advise Mrs Frankland if a Licence has been given for the function.
8. If preparing food please ensure compliance with food hygiene regulations. The Trustees take the view that it is the responsibility of the hirer to ensure compliance and items have been provided that are colour coded appropriately for your use.
9. To ensure the reasonable behaviour of all persons attending the Hall.

Please note: the License granted by East Northants Council limits the Hall to the following use:

A maximum of 100 people at any time.

The Hall may be used from 9.00am to 11.00pm daily (out by midnight). This may be extended subject to application and approval, or where the Justices have extended a liquor license. It may not be used for public dancing on Sunday, Christmas Day and Good Friday.

An invoice will be issued on the booked date together with the Hall key, this can be collected from address below, unless otherwise agreed.

Signed by – name

Signature

Date

Agreed booking fee £

Please save this form to your desktop, print it, complete and return one signed copy to:

Mrs Nicola Wright, The Elms, Gretton Road, Harringworth, Northamptonshire NN17 3AD

Telephone: 01572 747935 Email: harringworthvillagehall@gmail.com