**Brampford Speke Village Hall**

**BOOKING FORM & CONDITIONS OF USE FOR CASUAL USERS**

**Name of Hirer** (Person,  **Address:**

and Organisation if any):

**Telephone Number: Email address:**

**Nature of event:**

(Briefly, in your own words)

The hall is available for hire between 8am and 1am, but restrictions apply to the performance of live music, the playing of recorded music, or the performance of a play. In these circumstances the permitted hours are as follows:

Monday to Friday 11.00am to 1.00am

Saturday 11.00am to midnight

New Years Eve 11.00am to midnight

* Note that the hall is not licensed for these activities on any Sunday. The hall does not carry a drinks license, so the hirer would need to take one out if selling or suppling alcohol with EDDC.

The hire charges are:

* For village users: £14 for up to 2 hours, then £6 per hour thereafter
* For other users: £16 for up to 2 hours, then £7 per hour thereafter

A village user is defined as being a resident of Brampford Speke making a booking for a non-commercial purpose.

In deciding the times for which you need the hall, please allow for set-up time before your event starts and for tidying-up time afterwards.

*Having checked availability with Molly Luxton* (Tel: 01392 841270)*, please enter date, times, and charge:*

|  |  |  |  |
| --- | --- | --- | --- |
| Date of hire | Start time | Finish time | Charge |
|  |  |  |  |

**I agree to the conditions of use set out overleaf.**

**Signed:** **Date:**

* Please return your Booking Form, together with a cheque payable to *Brampford Speke Village Hall Trust, or via BACS* (sort code 30-93-14 acct no. 00422803)to:

Molly Luxton, Chamberlains Farm, Brampford Speke EX5 5DR.

Please liaise with Molly to get a key.

**Conditions of use – The hirer agrees to**

**1.** Pay the hire charge in advance. For bookings of one day or more, a deposit of £25.00 per day is payable at the time of booking.

**2.** Pay for electricity (other than lighting) through the pre-payment meter(s)

(Using £1/£2 coins).

**3**. Ensure the **safety and good conduct** of everyone in the building.

**4**. Familiarise themselves with:

* the locations of the fire exits (which must not be obstructed), the smoke and heat detectors, and the fire-fighting equipment
* the Fire Action notices, with instructions on what to do in case of fire

**5**. Ensure that the no-smoking rule is adhered to

**6**. Not bring into the hall any flammable substances or naked flames.

**7**. Please bring your own tea towels

**8**. Ensure **noise** is kept to a reasonable level

**9**. As far as possible avoid disturbance to people living close to the hall when leaving.

**10. Leave the hall clean, tidy, and secure.**

* **empty all bins (supply own bin liners)** **& remove all** **rubbish bags & recycling from the hall grounds after an event*.***
* **Do NOT leave any food in the hall/kitchen cupboards.**
* **turn off all the lights, heaters, and taps.** **Turn off the water at the mains in the kitchen cupboard and ensure that the water heater switch above the kitchen sink is switched off.**
* **ensure that all windows and external doors, including fire exits, are properly closed/locked.**
* **return the key to Molly Luxton.**

**11**. Pay the cost of any loss (including additional cleaning costs) or damage arising resulting from their use of the hall.

**12.** Accept that any property left behind & not collected within 2 weeks may be disposed of by the Trust.

**13.** Not to allow any dogs onto the premises (hall plus grounds), with the exception of assistance dogs

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*Revised January 2023*