

APPLICATION FOR THE USE OF ASHCHURCH VILLAGE HALL

Name of organisation _____

Type of function _____ Estimated number attending _____

Hall facilities required _____

Date required _____ Start time _____ End time _____

Total booking time _____

Please note, you should ensure that you allow adequate time for setting-up and clearing away within this time.

Name, Address and arrival time of caterers if applicable _____

Elected officers of organisation who agree to be entirely responsible for the supervision and good conduct of the event in accordance with the Village Hall rules.

| Signature | Name (PRINT) | Address and phone number (PRINT) |
|-----------|--------------|----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Any person or organisation hiring Ashchurch Village Hall commits themselves when signing the agreement to observe the following

- a) Hirers are to satisfy themselves that all safety equipment is in working order at the commencement of the hiring and to report any deficiencies.
- b) Hirers are obliged to nominate responsible persons (whose names are recorded on the hiring agreement) who will be responsible for all fire, safety and security matters during the period of hiring.
- c) Such persons will be aware of the positions and use of fire extinguishers, emergency lighting and fire exits and will be responsible in the event of fire for ensuring that all persons are marshalled at the Assembly Point outside the building
- d) Such persons will be responsible for contacting the emergency services in the case of incidents and the Caretaker in the case of damage.
- e) Such persons will control the conduct for the event to ensure that no overcrowding occurs in the Hall, that no hazardous activities take place in the Hall and that all fire exits are kept clear.
- f) Hirers should ensure that all electrical equipment brought onto the premises is in possession of a current PAT testing certificate.
- g) Items must not be fastened to the walls using adhesive or sticky tape.
- h) If a hirer wishes to cancel a booked session this must be done at least 48 hours before the session was due to start otherwise the hire cost may, at the discretion of the Trustees, still be due.

UNFAIR CONTRACT TERMS ACT 1977

The Ashchurch Village Hall Committee do not accept liability for the loss of damage to any vehicles or their contents and other articles temporarily or indefinitely left in the Village Hall or its curtilage by any person whether a bona fide user thereof or not, unless negligence can be proved against the committee under the above act or by common law

Organisations and other applicants are advised to read the Village Hall rules and the Health and Safety Policy before completing this form. (A copy of the Health and Safety Policy is also pinned to the Notice Board in the Hall Lobby.)

Cheques should be made payable to Ashchurch Village Hall.

Direct payments can be made to
Ashchurch Village Hall
Sort Code: 40 44 10
Account: 70116106

I have read the conditions of Hire and I agree to the terms and conditions of this booking

Signed _____ Date _____

Bookings taken by
Caretaker : Mrs Di Paton
Telephone No. 07813 623335

Received the sum of £_____ on deposit. Date_____

Signed _____ (on behalf of Village Hall Committee)

Date _____