

January 2019

## UGLEY VILLAGE HALL

### TERMS AND CONDITIONS OF HIRE

**Registered Charity No. 1067592**

1. I confirm that the booked event will be a private one and that it will not be open to the general public. The Hall is not licensed. I agree not to charge for alcohol consumed on the premises or to obtain the requisite licence if I wish to charge for alcohol.
2. I am over 25 years of age (proof of age may be required).
3. The entire building is a Non-Smoking Area. I understand that smoking is NOT permitted in any part of the building.
4. The Hall will accommodate a maximum of 85 people for a sit-down event and 129 for a dancing/buffet event. I confirm these figures will not be exceeded.
5. I hereby undertake to leave the Hall in a good clean condition with floors swept and washed as necessary, tables and chairs wiped down and replaced in correct position and rubbish put in a plastic sack and placed in the green container outside or taken away. I agree not to use Sellotape, Blue Tack OR Pins on the walls.
6. I understand that cookers, microwaves or any electrical equipment cannot be installed in the Hall without the permission of the Committee. If permitted, all electrical equipment must be P.A.T. tested.
7. Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Village Hall Committee is not responsible for any food brought into the Hall.
8. I understand that the hiring fee is £..... I enclose this sum herewith, together with a deposit of £100 which I understand will be applied to making good any such damage / loss or caretaking expenses that may occur in respect of the premises, its contents, car park or fences while the Hall is let to me: The deposit will be refunded to me by post after satisfactory inspection of the Hall.  
\*Deposits are not required for children's parties.
9. I understand that the Ugley Village Hall Committee accepts no responsibility for any loss or damage to property belonging to anyone using the Hall and Car Park in connection with this hiring.
10. I understand that the Ugley Village Hall Committee reserves the right to refuse or to cancel any booking if it should consider this necessary. I understand that my booking is provisional until I have sent back the booking form with deposit and payment.
11. The heating within the Hall is on a set timer and the controls should not be touched by anyone except a member of the Management Committee. Special heating conditions (warmer or cooler) can be requested in advance.
12. Hirers must contact the Bookings Secretary at least one week before the date of hire. The key must be returned to the collection point immediately after the hire unless authorised by the Booking Secretary.
13. I understand that setting up and packing away time must be included in the hire time; the premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of hire, unless agreed by the Bookings Secretary.
14. Hirers must make themselves familiar with the location of the fire exits. Hirers must familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on the notice board in the Village Hall.
15. Hirers are responsible for providing their own First Aid Kit.
16. Any hirer or user of the Hall where Children and/or Vulnerable Adults are involved must have appropriate policies/procedures in place and must ensure that these are observed when using the Hall.

Data Protection: In accordance with the law, Ugley Village Hall only collects and stores limited information such as; Name, address, email address, phone number, organisation, that is necessary for correspondence, information and service provision. We will only keep your information for the purpose it was collected and only as long as is necessary. We will not share or provide your information to any other third party. If you believe the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. If you wish Ugley Village Hall to delete the information we have about you please contact us to request this.

## UGLEY VILLAGE HALL BOOKING FORM

Once Terms and Conditions have been read and understood, please return the Booking Form to:

The Booking Secretary (Mrs S E Bone)

- by email to [ugleyvillagehall@gmail.com](mailto:ugleyvillagehall@gmail.com)
- OR by post to: The Booking Secretary (Mrs S E Bone), Ugley Village Hall,  
c/o The Old White Hart, Cambridge Road, Ugley CM22 6HW

If you have any queries please contact The Booking Secretary:

Tel. 01279 814052 / email: [ugleyvillagehall@gmail.com](mailto:ugleyvillagehall@gmail.com)

[Have you checked our website to see if your date is available on the calendar section?](#)

Name of Hirer:			
Function Date:		Type of Function:	
Hirer's Address:			
Home Telephone:		Mobile Number:	
Email address:			
Deposit Enclosed:	£	(Refundable deposit will be returned within 14 days of function, after inspection of Village Hall)	

**I hereby confirm that I am over 25 years of age and have read and understood the Terms and Conditions of Hire and agree to be bound by these:**

Signed: .....

Date: .....

*Note. If you are sending this form by email, please contact the secretary regarding payment of deposit.*