

UGLEY VILLAGE HALL BOOKING FORM

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

The Bookings Secretary (Mrs S E Bone), Ugley Village Hall Committee, The Old White Hart, Cambridge Road, Ugley, Bishop's Stortford, Herts CM22 6HR. (Tel. 01279 814052) uglevillagehall@gmail.com

UGLEY VILLAGE HALL TERMS AND CONDITIONS OF HIRE

Registered Charity 1198224

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 main hall will accommodate a maximum of 100 people and the small hall will accommodate a maximum of 50 people; this is in accordance with fire regulations. 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 £ per hour. I enclose this sum herewith. I also enclose a damage deposit of £100. Cheques should be payable to Ugley Village Hall Committee. A damage deposit is not required for meetings or 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.
11. We have recently installed a locked cover over the thermostat due to hirers leaving the heating set up too high when they leave. However, there are thermostatically controlled valves on the radiators to vary the temperature.
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 Bookings Secretary.
13. I understand that a short time may be allowed for preparation and clearing up either side of the booking period. Any extra time will have to be paid for.
14. Under the "Important Documents" section of the website- this can be found in the green header of the site - we have stored details of the Fire Risk Assessment plus other important documents. By hiring the hall, it will be your responsibility to read and take cognisance of all the relevant documents. Also, hirers MUST familiarise themselves with the locations of all the Fire Exits and the Fire Assembly point
15. All Hirers are responsible for providing their own First Aid Kit.

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.

NOVEMBER 2023

BOOKING SLIP - UGLEY VILLAGE HALL

Type of Function Function Date:

Duration of Hire:

Name of Hirer

Address:
.....

Home Telephone: Mobile:

Email:

Deposit (If applicable)

If returning this form via email please contact the secretary regarding payment of deposit

Bank details Barclays PLC sort 20-19-97 Acc 13567176

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

Signed:..... Date:

November 2023