



Booking Agreement: *Casual Lets*

Please read the following **TERMS AND CONDITIONS** before signing the booking agreement

- The hall is licensed and equipped for **100** people. This number must not be exceeded at any time, to do so contravenes fire regulations.
- **There is no licence to sell alcohol at the hall**, but various public houses may be willing to apply for a temporary licence for your event, otherwise there is a **strict no alcohol policy for those under the age of 18 years, in accordance with the law.**
- **A fire risk assessment** of the building has been done by the Trustees, and approved by Cheshire Fire Service, but we remind you that your organisation may require you to do your own assessment. A copy of the fire risk assessment is attached.
- We also point out there that there is **no telephone in the building with which to contact the emergency services, should the need arise.** We recommend that it is in your own interest to see that someone in your group has a mobile phone for this purpose.
- **It is against the law to smoke anywhere inside the hall. If anyone is smoking outside the building, within the grounds of the hall, we ask them to dispose of cigarette ends, matches, lighters etc. with great care.**
- **It is the responsibility of the person hiring the hall to see that it and the surrounding area are left clean and tidy ready for the next users of the hall.**
- If you need to book extra time following your event to do this, please arrange this when you book the hall.
- There are a number of regular activities in the hall, which may mean that extra time is **not** available. (Details of bookings are on the website see)
- Please mop up spillages with clean water, (mop and bucket in kitchen) do not use detergents as these can cause a slip-hazard.
- **Decorations**, i.e. balloons, banners, etc. **must not** be sellotaped to the painted walls or the panelling. Decorations may be attached to the rafters or stuck to the **gloss** paint work with “blu tak” or similar, but **all** “blu tak” or string etc. must be removed at the end of the event.
- **Chairs** should be stacked neatly in 5’s. **Please do not stack chairs more than 5 high, they are very heavy.** We will rearrange them if necessary.
- **Folding Tables** folded and put away in the store room in the proper places



Scholar Green Village Hall

- **Red** square tables stacked carefully in 5's in the main hall
- **Fire exits must be kept clear at all times.** Fire exits are clearly marked with the symbol EXIT
- **Music/entertainment licences.** In accordance with our licences, all live or recorded music must cease at 11.45 pm
- **Cooking:** Please read the notices in the kitchen regarding the safe use of the kitchen appliances and equipment.
- Washing up liquid, J cloths and tea towels are provided. Very young children attend the hall daily, so please do not leave any dangerous cleaning materials within their reach.
- **Any food waste** must be placed in the wheelie-bin. A waste recycling scheme is operated by the local authority. Please use the silver-grey wheelie bin outside, for clean paper, cardboard, bottles, cans and plastics. (Recycling details on the kitchen wall by the bins)
- **Adult supervision is required for young people's (under 18) activities.** One adult per 10 youngsters, and we remind users that there is a **no alcohol policy for under 18's.**
- **We do not provide a cleaner to clear up each time the hall is hired.**
- **PLEASE MAKE SURE THAT YOU TURN DOWN THE THERMOSTAT IN THE MAIN HALL to 15°, (or 20° in cold weather) CLOSE ALL WINDOWS SECURELY (INCLUDING CLOAKROOMS,) AND LOCK ALL DOORS BEFORE YOU LEAVE.**
- **The contact for the village hall is Marion Simpson ☎ 01782 784011.** Please make arrangements to get into the hall with Marion.
- **If you have any problems regarding the condition of the hall on your arrival, please report these to Marion or any other member of the committee immediately.** A list of group representatives and committee members is on display above the hatch in the kitchen, should Marion not be available.



Scholar Green
Village Hall

Person / Organisation Hiring the Hall		
Title	Firstname	Surname
Company (if applicable)		
Address 1		
Address 2		
Address 3		
Town		
Postcode		
Telephone		
Mobile		
E-Mail		
Additional Contacts		
Title		
Firstname		
Surname		
Telephone		
Mobile		
E-Mail		

Event Type (Please Tick)

Business	Private	Party:Disco:Bar	Children's Party
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Other (please specify)			

Booking Dates and Times

Day / Date	Start	Finish	Hours
<i>EXAMPLE: Saturday 20/12/17</i>	<i>09:30</i>	<i>17:00</i>	<i>7.5</i>
TOTAL			



Scholar Green
Village Hall

Rate Card	Hours	Rate	Cost £
Business rate			
Complete use of the Main Hall, including use of committee room, kitchen & all facilities		£16.00 per hour	
<i>Security Deposit for Business Rate</i>	1	£50.00 in cash	
Private hire rate (non-commercial)			
Complete use of the Main Hall, including use of committee room, kitchen & all facilities		£15.00 per hour	
<i>Security Deposit for Private Rate</i>	1	£50.00 in cash	
Party rate			
Complete use of the hall with bar / disco / alcohol etc, available from 10 am to midnight - 14 hourly let		£125.00 per day	
<i>Security deposit for Full Day party</i>	1	£100.00 in cash	
Special rate			
Complete use of the hall for Children's party (under 12's) - 3 hourly let		£35.00 per let	
<i>Security deposit for Special Rate</i>	1	£30.00 in cash	
TOTAL			£

I have read and agree to the terms and conditions for the hire of the hall as outlined above.

Signature	Name (Please Print)	Date

- **The booking is only secured when the full cost is paid. The security deposit must also be paid before access is allowed.** The deposit may be retained until one week after the event. If there is damage, or the hall is not left in a satisfactory state, either of which causes extra expense, all, or part of the deposit will be retained. If damage repair costs exceed the amount of the deposit, the hirer will be required to pay a reasonable proportion, or all of the costs of repairs, at the discretion of the management committee.
- Concessions may be possible for multiple / regular bookings.
- Bank transfer preferred : Natwest Bank; Account number : 01019147; Sort code : 01-05-02
- Alternatively, please make cheques payable to Scholar Green Community Village Hall Management Committee.