

Gittisham Village Hall Booking Form and Hire Agreement

To confirm a booking please fill in this booking form and hire agreement and arrange payment via BACS or cheque.

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Bank details: The Gittisham Parish Hall, 40-24-28 70375128

Booking Form

Name

Telephone

Address

email

Type of event

Date of event

Start time

Finish time

(including preparation and clearing)

Number of attendees

Public / private

Use of kitchen

Name of caterer

Additional information (eg use of particular equipment or any additional requests)

Hire Agreement

I _____, having booked Gittisham Village Hall for a public / private event on _____ agree to the terms and conditions of hire as set out below. I understand that if these are not met, charges will be levelled accordingly.

I _____, am nominated as licensee of the premises for the durations of the hire. I will familiarise myself with the licence conditions displayed in the hall foyer and be in attendance for the duration of the period of hire.

Signed _____ Dated _____

Terms and Conditions

Bookings I understand that my booking is confirmed only once in receipt of a written confirmation from the Bookings Secretary

Payment I guarantee to pay in full for the hire 7 days ahead of the event

Deposit I understand that a deposit may be requested to confirm my booking

Event I guarantee to use the premises for the purposes specified on this booking form and to keep to the agreed timings

Capacity I guarantee not to exceed the maximum capacity of 120 people on the premises

Temporary Events Notice Licence I am responsible for obtaining a licence to carry out a 'licensable activity', eg to sell alcohol or to provide entertainment such as music

Smoking I guarantee that no smoking will take place on the premises during the event

Accidents I will report any accidents to a member of The Village Hall Committee and write these up in the accident book

Parking I understand that parking around the village hall should be considerate of other road users and village residents and not obstruct the main highway or drives

Noise I agree to be respectful of neighbouring properties and keep the noise down

Damages I am responsible for damages incurred at the event and will arrange and pay for any necessary replacement or repair

Safety I will familiarise myself and attendees with fire precaution procedures

Cleaning I guarantee to leave the hall, toilets and outside areas clean and tidy after the event, including removal of landfill waste and recycling. Any cleaning will be completed during the period of hire

GDPR I understand that Gittisham Village Hall Committee will securely store my personal information and keep this for a period of up to 2 years before permanently deleting this in accordance with GDPR