

Standlake Village Hall
REGISTERED CHARITY NUMBER 304372
Booking Form and Conditions of Hire

1. The Hirer must be over the age of 18 years and agree to be bound by the Guidance Notes.
2. The Hirer shall not sub-let the premises or use them for any purposes save that stated in the Hiring Agreement. The Hirer shall ensure that no dangerous or unlawful activities take place on the premises.
3. The Hirer shall indemnify the Trustees for the cost of any damage done to any part of the property including the patio and grounds thereof or to the contents of the building during the period of hire and arising directly out of the Hirer's use thereof and for all costs, expenses, damages, etc which are not already covered by the Village Hall Insurance Policies.
4. All means of exit from the Hall must be kept free from obstruction and immediately available for free public exit.
5. The Hiring Fee must be paid in full either by cheque or, preferably, online to Standlake Village Hall (Sort Code 08-92-99, Account 67465934) at least four weeks before the hiring period. Keys will not be released if the payments have not been cleared in time for this hiring period.
6. A cheque or online payment for £100, dated one calendar month before the hire date, must be presented on booking the Hall. This deposit, **which is separate from the hiring charge**, will be returned to the Hirer less any charges which have to be made for any breach including, without limitation, extra cleaning or damage to the Hall or its contents, replacement keys or restacking chairs and tables not properly stowed as found.
7. Keys must be returned to the Bookings Secretary immediately after the hiring period ends.
8. If the Hirer wishes to cancel the booking the deposit will be returned although the Committee may at its discretion make a charge, depending upon the amount of notice given. The Committee shall be entitled to cancel the booking and return the deposit for reasons beyond its reasonable control without any liability.
9. The Trustees for their part will use their reasonable endeavours to see that the Hall is clean and in good condition for the use for which it is hired and that heating, lighting and cooking appliances are in working order. If the Hirer is not satisfied with any of these items it must be reported to the Secretary or a member of the Committee immediately on entering the Premises. The Committee does not warrant that the Premises are suitable for the purpose for which they are hired.
10. The Premises Licence for Standlake Village Hall requires it to be vacated by midnight on Saturday, 10.30 pm on Sunday and 1.00 am on other days. The Licence for the Hall limits the number of people to 150. If alcoholic drinks are to be sold, a **Temporary Events Notice** must be obtained from West Oxfordshire District Council at least two weeks before the event. This **must** be shown to the Bookings Secretary when collecting the keys.

Agreement

This Agreement is made between the Trustees and the Hirer. If the Hirer agrees to be bound by the conditions above and the Guidance Notes then the Trustees agree to permit the Hirer to use Standlake Village Hall for the purposes and the period described below:

Name of Hirer/Organisation _____

Address _____

_____ Tel No: _____

Purpose of Hire: (party, wedding reception, meeting etc) _____

Equipment to be brought to the Premises (disco etc) _____

Period of Hire: Date _____ Time From: _____ Until: _____

Deposit £ _____ Hire Fee £ _____ (Cheques payable to Standlake Village Hall)

Will alcoholic drinks be sold on the Premises? Yes / No

Signatures: Hirer _____ Trustee: _____

Hirer Bank Details for return of deposit, if paid online:-

Sort Code _____ Account Number _____ Account Name _____