



Ducklington & Hardwick Village Hall

Charity No. 266806

Village Hall Booking Form

Hirer details (must be aged over 18):

| | | | | | | | |
|------------------------------------------------------|-----------------------------|------------------------------------------------------|-------------------------------------------------------------------------------|-----------|-----|-----|-----|
| First name | | Last name | | | | | |
| Mobile number | | Email address | | | | | |
| Address of Hirer | | | | | | | |
| Purpose of hire | | | | | | | |
| Room(s) to be hired | Main hall | Lilac Room (upstairs) | Kitchen | | | | |
| Date of function/ event | | Session time (include set-up and tidy-up time) | From <input type="text"/> To <input type="text"/> | | | | |
| Day(s) of regular session(s) | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
| Number of attendees (include adults and children) | (NB. max 100 for main hall) | | | | | | |
| Are you hiring a bouncy castle or inflatable? | Yes | No | If yes, please ensure you sign a Bouncy Castle/Inflatable Declaration Form | | | | |
| Security deposit | Amount paid | £ | | Date paid | | | |
| Name of bank account holder making payment | | | | | | | |

Cost of hire:

Main Hall: £12 per hour

Lilac Room: £10 per hour

Kitchen: £25 (when booked with the Main Hall or Lilac Room)

Security deposit and rental to be paid via BACS to:

Lloyds Bank

Sort Code: 30-99-78

Account Number: 00324071

Ducklington Village Hall Management Committee

Please advise the [Booking Secretary](#) when payment has been made.

The Booking Secretary can be contacted via bookings@ducklingtonvillagehall.co.uk or 07913 686616.



Ducklington & Hardwick Village Hall

Charity No. 266806

Conditions of Hire

1. The maximum number of persons attending any function is 100.
2. The Hirer must be over the age of 18 years and, during the period of hire, is responsible for both the fabric and contents of the Hall, and the behaviour of all persons using the Hall, ensuring proper supervision at all times.
3. Children under the age of 16 are NOT permitted in the kitchen.
4. The Hirer is responsible for controlling the noise levels both inside and outside the Hall, and for implementing the No Smoking including electronic cigarettes policy, and no smoke machines policy.
5. The hall accepts bookings where the Hirer provides alcohol on a complimentary basis but regrettably cannot accept bookings at which the Hirer intends to sell alcohol.
6. The Hirer shall not bring in, or allow to be brought into the Hall, items which are unlawful, highly flammable, explosive, toxic and/or hazardous to the Hall and its users. No fireworks, fountains or sparklers are permitted. Birthday cake candles are permitted but the Hirer must ensure that when the candles are lit, the cake is not situated beneath a smoke detector, and that candles are properly extinguished before disposal.
7. The Hirer will indemnify the Ducklington Village Hall Management Committee (DVHM Committee) for the full cost of repair of any damage whatsoever to the Hall and its contents during the period of hiring, and is liable for all costs, expenses and consequential losses.
8. The Hirer is responsible for arranging their own third-party public liability insurance.
9. Ducklington & Hardwick Village Hall does not provide any insurance for the use of bouncy castles and inflatables. D&HVVH is only responsible for advising hirers that they must put appropriate arrangements in place and cannot accept any responsibility in the event of any accident. It is the responsibility of the hirer to make sure adequate Liability Insurance is in place.
10. The Hirer will be responsible for cleaning the premises, ensuring that it is left in the condition it was found, that all lights are turned off and the building is made secure.
11. In the event of a fire the Hirer must clear the Hall and call 999 and a member of the DVHM Committee. The Fire Procedure is displayed in the hall and will be emailed to Hirer before the booking date.
12. Fire Exits must be always kept clear.
13. There must be no parking outside the Fire Exit, nor any part of the road leading to the church. Free and clear access must be maintained to properties adjacent to the Hall at all times.
14. The Hirer must report all accidents in and around the hall to the Booking Secretary.
15. Any sub-circuit supplying power to musical instruments, etc. shall be protected by an RCD. Any extension leads must be fully unwound to prevent overheating. Multiple adapters may not be used. Disco equipment should be placed at the hall end furthest from the Fire Exit door.
16. Rubbish should be placed in the outside bin. In the event of this being full, arrangements must be made to remove the excess rubbish from the premises.
17. The chairs are stored on trolleys in the storeroom to allow easy access. The trolleys are heavy, so should only be moved by at least two people.
18. All functions must finish at midnight. New Year's Eve parties must finish by 1am.
19. The DVHM Committee for their part will endeavour to ensure that the Hall and the equipment are in good condition and working order.
20. In case of the Hirer being dissatisfied with the cleanliness of the Hall and the working of the equipment they must contact a member of the DVHM Committee (contact numbers are displayed in the hall).
21. A security deposit of £200, (£25 for a morning or afternoon session) which is separate from the hiring charge, must be paid at the time of booking for a function, and this will be returned to the Hirer less any costs, expenses and consequential losses should they be incurred.
22. The hiring fee must be paid two weeks before the hiring date. Keys will not be released if the payment has not been received via BACS in time for the hiring period.
23. The DVHM Committee reserve the right to cancel or refuse any booking at any time, without liability or explanation. In the event of cancellation, seven clear days warning will be sent to the Hirer in writing and any monies given to the Booking Secretary reimbursed.
24. The Hirer may cancel the booking in writing giving fourteen clear days' notice before the event.



Ducklington & Hardwick Village Hall

Charity No. 266806

This Agreement is made between the DVHM Committee and the Hirer. The Hirer agrees to be bound by the Conditions and the Guidance Notes, and the DVHM Committee agrees to hire the hall for the use, period and purpose shown on the Booking Form.

Print Name (Hirer)

Signature (Hirer)

Date
