

# Corfe Castle Village Hall Booking Form

Bookings Clerk is David Atkin, 51 East Street, Corfe Castle BH20 5EE  
 email: david@davidjatkin.plus.com mobile: 07590 352219

name (& organisation)	address (just name/number & street if local)	email	contact number

date(s) of hire	start time	end time	purpose of hire

room(s) (delete those not needed)	stage units?	AV box access?	agreed hire fee	agreed deposit
main hall GP room BC room				

## Conditions of Hire

- 1 During the period of hire, the hirer shall be responsible for the supervision of the village hall premises and its contents. This includes supervision of the village hall car park.
- 2 The hirer shall not sub-hire or use the premises for any unlawful purpose.
- 3 The hirer shall be responsible for obtaining any licenses needed for their purpose in hiring the hall, plus any food preparation/serving insurance / food hygiene certificates if needed. If alcohol is to be sold trustees will need to see the necessary licence.
- 4 The hirer shall be responsible for any damage that occurs during the period of hire.
- 5 Cancelled bookings may be subject to a cancellation fee as follows: more than 14 days notice, no cancellation fee: between 7 and 14 days notice £20 fee, between 1 and 6 days notice 50% of booking fee with minimum £20, less than 24 hours 100% of booking fee.
- 6 At the end of the period of hire the hirer is responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured. As a minimum floors are to be swept (and mopped if necessary) and tables/work surfaces to be left clean.
- 7 The trustees reserve the right to cancel this hiring if the hall is required for use as a Polling Station for a Parliamentary or Local Government election or by-election. In this case the hirer shall be entitled to a full refund of any deposit paid.
- 8 A £60 returnable deposit is required for all bookings. An additional £100 AV deposit is required if access to the AV cupboard is needed. Deposit cheques will be destroyed if the hall is left clean, tidy and undamaged and deposits made by Bacs will be refunded.
- 9 The hirer shall note the Village Hall Users Guide and Conditions of Hire notices, located on notice boards in the village hall, and will be responsible for complying with all points therein.
- 10 All rubbish and jumble to be removed by the hirer. Kitchen waste only to be left in the blue wheelie bin:( if this is full then the waste must be removed). Floors are to be swept and mopped if necessary and tables / work surfaces left clean.
- 11 The hirer is responsible for ensuring that the room(s) are fit for the use for which it/they have been hired; if the room proves unfit for this use the trustees shall not be liable to the hirer for any resulting loss or damage whatsoever.
- 12 The field behind the hall is the property of Dorset Council. Anyone wishing to use the field should apply to the School Governors, Corfe Castle CE Primary School, East Street, Corfe Castle, BH20 5EE.
- 13 If music is played in the hall, then the sound level must be reasonable to respect the privacy of nearby neighbours. All music must cease by 11pm. The hall must be vacated by midnight latest, by which time the hall must be left clean, tidy, undamaged and secure.
- 14 The hirer has read and taken notice of the Hirers' Public Liability Summary of Cover and Risk Assessment documents available in hard copy and also published on our website [www.corfecastlevillagehall.co.uk](http://www.corfecastlevillagehall.co.uk) or .
- 15 The hirer has read and taken notice of the Village Hall's Fire Safety Management Plan documents available in hard copy and also published on our website [www.corfecastlevillagehall.co.uk](http://www.corfecastlevillagehall.co.uk).
- 16 The hirer has read and taken notice of the Village Hall's Safeguarding documents available in hard copy or published on our website [www.corfecastlevillagehall.co.uk](http://www.corfecastlevillagehall.co.uk). The hirer has a duty to report any abuse to the relevant authorities and to the village hall trustees.

The hirer requests to use the hall on the date(s) above, and as such agrees to the conditions of hire as detailed above. The hirer should retain a copy of the form for reference.

signed: \_\_\_\_\_ print name: \_\_\_\_\_ date: \_\_\_\_\_

Once the booking has been agreed, please send a completed booking form to David Atkin (contact details above). If payment is to be made by cheque /s (made payable to Corfe Castle Village Hall CIO) please send it / them to the Treasurer **Dave Gordon, 16 Battlemead, Corfe Castle BH20 5ER**. Payment may also be made via BACS to **Corfe Castle Village Hall CIO** using **sort code 09-01-28** and **account number 87178321**. If paying the deposit by BACS please also complete the details below so that we can return your deposit.

name on your bank account	sort code	number	type (personal or business)