

MILTON KEYNES  **VILLAGE HALL**

Willen Road, Milton Keynes Village, MK10 9AF
Registered Charity Number 1159174

BOOKING FORM

Name

Address

.....

Tel. Mobile

E Mail

Date of function

Time of hire Access for setup Handback of keys

Type of function

Number attending (must not exceed 100)

Cost of hire

It is important that you read the full Conditions of Hire attached (page 3), then sign and date where requested on pages 1 and 2 to accept them.

Return the completed Booking Form by email to mkvillagehall@gmail.com

or post to: Julie Munn, 31 Myrtle Bank, Stacey Bushes, Milton Keynes. MK12 6HH

A £50 NON-REFUNDABLE deposit is required to **secure your booking** and the outstanding balance must be paid at least 8 weeks before the date booked. Payments can be made by cash, cheque or bank transfer.

Please note that your booking will only be confirmed on the return of this form and the £50 payment.

You may contact us at mkvillagehall@gmail.com before your function to finalise any arrangements.

On the day of your function a REFUNDABLE deposit of £200.00 in CASH is required

The deposit is refundable in full subject to ALL of the following conditions being met:

1. The Event finishes on time and the hall is in the same condition as when handed over.
2. Halls, kitchen, toilets, and corridors must be clean and tidy.
3. Furniture must be returned to the store and stacked as shown on the wall photographs.
4. All rubbish must be taken away and not left outside the building.
5. The grounds outside the hall are not part of the hiring arrangement and therefore must not be occupied with furniture or external equipment (including Barbecues & Bouncy Castles).
6. The Hall and its contents are not damaged.

I agree to abide by the Conditions of Hire for Milton Keynes Village Hall and understand that they represent the entire understanding between me and the Trustees of the Hall. No supplemental verbal agreements shall have any validity unless incorporated into this document by way of written annex and countersigned by two Trustees of the Hall.

Signed.....Date.....

19/2/18

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Willen Road, Milton Keynes Village, MK10 9AF
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PLEASE SIGN UNDER EACH SECTION.

1. The Event finishes on time and the hall is in the same condition as when handed over.

Signed Date

2. Halls, kitchen, toilets, and corridors must be clean and tidy. (There is a checklist of requirements on the noticeboard (opposite the bar area).

Signed Date

3. Furniture must be returned to the store and stacked as shown on the wall photographs.

Signed Date

4. All rubbish must be taken away and not left outside the building.

Signed Date

5. The grounds outside the hall are not part of the hiring arrangement and therefore must not be occupied with vehicles, furniture or external equipment (including Barbecues & Bouncy Castles).

Signed Date

6. The Hall and its contents are not damaged.

Signed Date

THE DEPOSIT MAY BE RETAINED IF ANY OF THE CONDITIONS OF HIRE ARE VIOLATED

CONDITIONS OF HIRE

The maximum capacity of the Hall must not exceed **100**, including catering and bar staff.

The hire is for the **Hall only** and not the surrounding outside areas. The surrounding land is for public use and **not** under the jurisdiction of the Village Hall Trustees.

The hirer is **not** permitted to erect any external structures including but not limited to Barbecue Equipment, Gazebos, Tents, Marquees and inflatable structures such as Bouncy Castles on the surrounding land.

It is **not** permitted to park vehicles of any kind on the surrounding land except in the marked parking areas.

The hirer shall not sublet or transfer this booking to any other person or organisation.

Notice of cancellation must be given 8 weeks prior to the date booked

In certain circumstances, at the discretion of the trustees, the £50 NON-REFUNDABLE deposit may be returned

There will be No Refund on cancellations less than 8 weeks before the booking date.

If alcohol is to be sold a 'Personal Licence or a Temporary Events Licence' must be obtained from the Licensing Team at Milton Keynes Council and displayed on the notice board in the bar during your function.

The hirer is responsible for obtaining any licences required for any type of function and will be responsible for observing all regulations which may be stipulated by any outside authority.

Milton Keynes Village Hall has a policy of **NO SMOKING** and this must be adhered to at all times. Smoke detectors are fitted on all the ceilings throughout the building.

The following must **not** be brought into the Hall: live animals, except Guide Dogs, anything inflammable or explosive, such as candles and indoor fireworks or articles producing an offensive smell, steam, gas, etc.

All electrical equipment brought into the Village Hall must have a current Portable Appliance Test Certificate.

No fittings or fixtures may be moved, and no decorations erected, or additions made to the lighting, without consent.

Helium balloons must not be left on the ceilings as they set the intruder alarm off when they fall down.

FIRE EXITS must not be obstructed in any way. They must be unlocked and unbolted before your function and locked and bolted after.

The Fire Routine Notice is on the notice board in the inner porch or on the kitchen wall, please read it.

The function **MUST NOT CONTINUE BEYOND 11.30 pm**, all music and/or dancing must stop by 11.30 pm to comply with the Premises Licence which is displayed on the notice board in the inner porch. (No exceptions are permitted).

A refundable deposit of **£200.00 in cash** is required on the day of your function.

The Hall is to be left in a clean and tidy condition and all the furniture returned to the Storeroom after your booking.

If the Hall is not left clean and tidy your deposit will not be returned. **The deposit may be retained if any of the Conditions of Hire are violated.**

If you are given keys to the Hall and they are lost, **£50.00** will be deducted from your deposit.

All rubbish is to be taken away. Please do not use the Serco bin outside as it is a private rental. Tea towels are not provided.

The hirer is responsible for ensuring that adequate stewarding is provided throughout the period of hire and that no nuisance is caused to local residents by any means, especially the playing of loud music.

Please ask all your guests to leave the Hall and car park as quietly as possible so they do not disturb local residents.

Please do not leave valuables in the Hall overnight. Alcohol, money, food or possessions may attract a break-in.

As the hirer, you are deemed to be in charge and must be present throughout the booking in the Hall, for the purposes of the Premises Licence and to indemnify the Trustees of Milton Keynes Village Hall against fines, claims or expenses arising out of any breach of the licence from the letting.

As the hirer, you agree to indemnify Milton Keynes Village Hall against any loss, damage, claim of expenses, howsoever arising, inside or outside the Hall, caused or occasioned during your hiring.

Your event is not covered by the Milton Keynes Village Hall insurance. Please arrange your own insurance for your event and ensure that any third-party entertainers or service providers have adequate and appropriate insurance cover.

The Trustees accept **no** responsibility for injury to persons or loss or damage to personal belongings at the Hall.

19/2/18