

## KIMPTON VILLAGE HALL - Conditions of Hire 2024 - 2025

Enquiries, Bookings and Key Holder – Margaret Pearce, 7 Foyle Road, Kimpton, Tel.01264 773235

You, the person named on the Booking Form, are the person responsible for seeing that these rules are adhered to while you have use of the hall and are over the age of 21 years.

1. There must be an adult over the age of 21 years on the premises throughout the entire time of booking, who is responsible for the care of the hall.
2. Please pay the agreed hiring fee and deposit of £25 by cash/cheque to Margaret.
3. You, the named person below, will be responsible for unlocking and locking the hall at the end of the booking. Please arrange with Margaret for the collection and return of the key.
4. At the end of the booking, unless agreed with Margaret, leave the hall clean and tidy, check the kitchen and toilets, put away any furniture used. The floor should not be washed but may be wiped with a damp mop.
5. On leaving please take home ALL GLASSWARE and put cans in recycling bins outside. All nappies to be put in Nappy sacks and placed in BLACK bins outside.
6. **Sunday to Friday inclusive, event/all activities to be finished by 11pm and hall cleaned and vacated by 11.30pm. On Saturday event/all activities to be finished by 11.30pm and hall cleaned and vacated by 12 midnight. Any additional time required for cleaning will be charged at the going rate.**
7. **Make sure the lights, room heaters and water heater are turned off.**
8. If cooker has been used then please wipe it down and leave it as you would expect to find it.
9. The number of persons permitted on the premises at one time shall not exceed:- Standing - 240 persons standing **or** seated 100 persons.
10. Please ensure the general behaviour and noise levels are acceptable and cause no disturbance to local residents. It is important to note that this also applies to people associated with your activity when they are outside the hall, in particular in the car park.
11. Make sure you know where the fire extinguishers are located and you know how to use them. They must not be moved.
12. Doors and other exits must not be obstructed in any way, inside or outside the hall.
13. No form of heating other than that supplied in the hall may be used.
14. It is your responsibility to know how the law applies to consumption of alcohol at your function.
15. You, the named person below, are liable for any damage caused during the booking and the cost of any extra cleaning as a result.

**Please sign both copies of the attached form and return one copy with your deposit and ID\* to Margaret to confirm that you accept these conditions. \*ID can be driving licence, passport or utility bill.**

**Print name:**

**Signed:**

**Contact details:**

**Date:**



## **KIMPTON VILLAGE HALL BOOKING FORM**

**NAME:**

**ADDRESS INCLUDING POST CODE:**

**PHONE NUMBER:**    Mobile

Landline

**METHOD OF ID\***

**DATE REQUIRED FOR EVENT:**

**NUMBER OF HOURS HALL REQUIRED:**

**DATE DEPOSIT PAID:**

**METHOD OF FINAL PAYMENT : BACS, Cheque, Cash**

**BACS PAYMENT DETAILS: BANK**

**DATE OF TRANSFER**

**EVENT TITLE (for reference)**

**Kimpton Village Hall BACS details:**

**Sort code: 30-90-21**

**Account : 00713378**

**TOTAL AMOUNT OF BACS PAYMENT DUE: (MUST BE COMPLETED)**

**SIGNED:**

**DATE:**