

COPTHORNE VILLAGE HALL - Application / Booking form



*To be signed and returned with deposit before the booking is accepted.
PLEASE RING Adele on 07716864623 to check availability*

Charity No 275905

Period of hire Day Date

Start time (allow sufficient time for preparation for event)

Finish time..... (include sufficient time for clearing up – see Clause 9)

Hourly Rate	Hrs @	Total £
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No event may continue **AFTER** Midnight: see Clause 2, Conditions of Hire

Purpose for which the Hall is required

Description of Event

Please answer Yes or No to the following:

Will the public be admitted?	Yes	No
Will there be an admission charge?	Yes	No
Will admission be restricted to members of a Club or Organisation?	Yes	No
Will the event include:		
The sale of alcohol?	Yes	No
The reproduction of music?	Yes	No
Dancing?	Yes	No
Singing?	Yes	No
A Stage Play?	Yes	No
Live music?	Yes	No

If the event is governed by the Licensing Act 2003 the signatory to this form accepts **ALL** responsibility under the Act.

Stage Play licences are to be obtained by the Hirer.

The sale of alcohol requires a Temporary Events Notice and has to be obtained by the Hirer.
<http://www.midsussex.gov.uk/8149.htm> cost £21. A copy of the notice must be sent to the Treasurer

The capacity of the Hall is 150 people maximum or 90 seated at tables.

Details of Person or Organisation on whose behalf the Hall is to be hired:

Name.....

Address

.....Post code.....

E-mail address.....

Tel. No..... Mobile

I hereby apply to the Copthorne Village Hall in accordance with the details listed above. I have read the Conditions of Hire and agree to be bound by them. I enclose a deposit of £150/£300 (cheques to be made payable to “Copthorne Village Hall”). I am over 25 years of age

Date Signed

COPTHORNE VILLAGE HALL – Conditions of Hire

1. **The Hirer must be aged 25 years or over** and be present throughout the entire hire period, must sign the booking form and agree to abide by the conditions of hire.
2. No event may continue AFTER Midnight and ALL music must finish by 11.30 pm Monday to Saturday and 7.30 pm on a Sunday.
3. NO Smoking is allowed on the premises.
4. The Management Committee reserves the right to refuse any application to hire.
5. A cancellation charge:- 14 days full refund of deposit, 7-14 days 50% refund of deposit, less than 7 days 25% refund of deposit, less than 24hrs no refund of deposit
6. **A refundable deposit of £150/£300 (cash or cheque) is required from Casual Users at the time of booking.** Cheques will be paid into the Village Hall bank account and the deposit refunded after the hire on confirmation by the Caretaker that no damage has been incurred (see Clause 9).
7. The Hall is licensed in pursuance of the Licensing Act 2003 and also the Performing Rights Society, for music, singing and dancing (see Clause 2).
8. Car parking spaces are provided at the front and side of the hall and also at the rear of the Social Club. Hirers must park in a tidy manner and ensure a clear access to the Social Club at all times. Parking is at owners' risk and the Village Hall takes no responsibility for any damage to vehicles parked at the Hall or Club.
9. Cleanliness and tidiness of the hall is the Hirers' responsibility. At the end of the booking period the hall must be left in the same state as when hiring commenced. Any excessive cleaning required will be charged to the Hirer. The Hirer shall ensure that ALL lights and water taps are turned off and that ALL windows and doors are firmly closed at the end of the hire before leaving by the front door.
10. Any damage caused during or as a result of the hire must be reported to the Secretary or Caretaker as soon as is reasonable. The Hirer shall reimburse the Management Committee for any damage caused.
11. The Management Committee is not responsible for any loss or damage to persons or property during the hire.
12. Admission is by key, which is obtainable from the Caretaker. The key should be returned after hire. **If key is reported lost/not returned a charge of £150 will be made.**
13. All rubbish must be removed by the hirer. **A charge of £50** will be deducted from the deposit for removal of any rubbish left inside or outside the hall after the hire.
14. The Hirer shall not sub-let, or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything that may endanger any insurance policies in respect of the Hall.
15. In the event of the Hall or any part thereof being rendered unfit for use for which it has been hired, the Management Committee shall not be liable to the Hirer for any resulting damage or loss whatsoever.
16. No dogs are allowed in the hall except Guide Dogs
17. To prevent damage to the Hall floor stiletto heeled shoes must not be worn.
18. Casual users' accounts must be paid within 7days of receipt of invoice. Late payment may be subject to a surcharge of £50. Please make the cheque payable to "Copthorne Village Hall"
19. **Avoid the use of blue tac, sellotape on the painted areas and pins on the woodwork**

NB while there is no wheelchair accessible toilet, owing to building constraints, all toilets have handrails