



FELMERSHAM AND RADWELL VILLAGE HALL COMMITTEE BOOKING FORM

Name of Hirer:

Organisation Represented:

I agree to the hire conditions overleaf Correspondence Address

Signature

Date

Date of Hire:

Time access to commence:

Purpose of Hire:

Time Access to finish:
(include setting up time)

Number of Hours Chargeable.

	Hours Required	
Hall		
Committee Room		
Hall and C. R		
Cutlery / Crockery Only		

Total Cost	
Deposit	
Balance Due	

PLEASE ENSURE THE KEY IS RETURNED PROMPTLY TO THE BOOKING CLERK

Address: 7 Baileys Villas Pavenham Road Felmersham Bedford MK43 7EY

Email: frvhc@yahoo.com

Tel: 07392299977

Conditions of Hire

1. It should be recognised that the Village Hall is also a school hall. The management committee will only agree to any use of the hall it judges will not interfere with the smooth running of the school.
2. Only those village organisations recognised by the Village Hall Committee may have the use of the premises at 'club rates'. These rates are only applicable to normal club meetings.
3. Functions include dances, weddings, shows, etc. Any time in excess of 8 hours will be charged at the hourly rate. Hours and times on the booking form should include preparation time.
4. The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, any contents temporarily removed from their usual position properly replaced.
5. All bookings by political organisations will be charged at the 'non-village' rate.
6. Cancellation of a block-booked session in favour of an occasional function normally requires 4 weeks' notice to be given to the organisation affected.
7. The Village Hall Management Committee's decision as to the charge to be levied for or the cancellation of a letting shall be final. Cancellation of a function will incur a £10 administration charge.
8. No smoking or naked flames.
9. No alcohol must be sold without a drinks licence (TENS Licence additional cost of £21.00)
10. Maximum number of people is 130.
11. Adults must be present at all children / teenage parties.

12. Events / parties must finish at 12.00 midnight (11:00pm on Sundays).
13. Damage caused due to an event or function will be charged for.
14. No Blu-tack, Sellotape or drawing pins to be used on walls or ceilings.
15. No abrasive creams, i.e. Cif, to be used on main hall floor. In the event of spillage wipe with damp cloth, at the end of hiring day or event the hall floor should be mopped with a solution of Fairy liquid and hot water. The mop (yellow bucket) is stored in the men's toilet in the cloakroom area.
16. All means of exit from the premises must be kept free from obstruction.
17. All electrical appliances brought to the premises shall be safe, in good working order and used in a safe manner.

Cleaning Policy:

The village hall will be cleaned by our cleaner the day before your hiring commences

It is then the responsibility of the hirer to make sure the hall, committee room and toilets are left as they are found.

The hirer will need to supply Antibacterial spray, disposable cloths, bleach, disposable gloves and bin liners.

Please make sure that everyone's hands are washed on entering the village hall, throughout the day and before everyone leaves.

All surfaces that have been touched are cleaned with antibacterial spray with disposable cloth at the end of use and then at the end of the day.

Bins must be emptied at the end of each day and discarded in the village hall black bin situated on the grass verge to the left as you enter the car park.

The toilets will also need to be cleaned with antibacterial spray and disposable cloth and also sinks to be wiped down and mopped using the mop and red bucket provided in the men's toilet, at the end of each use and the end of the day.

If there are any problems, then please contact the booking clerk on TEL: 07392299977

July 2020

Hiring Fees:

Parish resident:

Committee room: £10.00 per hour

Hall: £10.00 per hour

Committee room and Hall: £15.00 per hour

Local Clubs: £10.00 per session (parish members attend - if session runs from morning to afternoon club is charged for two session £20.00)

Functions excluding weddings and teenage parties: £70.00 (this rate of hiring is for no more than 8 hours) and £100.00 deposit which is due on booking to secure the booking and will be returned once inspection of Village hall has been carried out. If required for more than 8 hours', then the hourly rate will be charged for the extra hours hired.

Non-Parish resident:

Committee room: £15.00 per hour

Hall: £15.00 per hour

Committee room and Hall: £25.00 per hour

Clubs: £20.00 per session (non-parish members attend - if session runs from morning to afternoon club is charged for two session £40.00)

Functions excluding weddings and teenage parties: £100.00 (this rate is for hiring of no more than 8 hours) and £100.00 deposit which is due on booking to secure the booking and will be returned once inspection of Village hall has been carried out. If required for more than 8 hours', then the hourly rate will be charged for the extra hours hired.

Please contact the booking clerk for hiring fees on weddings and teenage parties.