

## BOOKING FORM

I agree to the Conditions of Hire for Northborough Village Hall and I have read these conditions and Fire Safety document.

The details of the booking are:-

DATE:.....Time.....  
EVENT:.....  
Approximate numbers attending Function.....  
NAME:.....  
ADDRESS:.....  
TEL. NO:.....  
MOBILE NO:.....  
E-Mail address:.....

Alcohol will/will not\* be sold at the event (\*delete as applicable, 'sold' includes raffles, outside bars or donation/honesty boxes)

If Alcohol is being sold the licence number is:.....

Please note the keys to the Hall will not be given out until a licence number has been given. I agree to the attached terms and conditions for the hire of **Northborough Village Hall. Please read condition 8 carefully.**

Signed : .....

Please sign and return a copy of this completed form, together with a £50.00 refundable deposit as agreed at time of Booking. Payment before event by:~

Cheques Payable to; **NORTHBOROUGH COMMUNITY ASSOCIATION.**

**BACS PAYMENT Account no.30614602 Sort Code 40-32-24**

**BACS is the preferred option for payment where possible.**

**Full cash payment only ON COLLECTION OF KEYS.**

Keys will be issued by the Booking Officer (unless by prior arrangement).

Please be sure to use the overflow car park. Key on fob.

**BOOKING OFFICER**

**Karen Cooper**

**42 Granville Avenue**

**Northborough**

**Peterborough**

**PE6 9DE 01778 347464**

Refundable deposit will be returned within 14 days of booking, after inspection of Village Hall.

## CONDITIONS OF HIRE

1. Please ensure you read our conditions for hiring the Hall and the related Fire Safety document which is very important.
2. Please email the Bookings organizer at [bookings@northboroughvillagehall.co.uk](mailto:bookings@northboroughvillagehall.co.uk) or telephone 01778 347464 to make sure your required date(s) are available
3. Download and fill in two Bookings forms. Please note this is the form of a pdf document which can easily be read and printed out. If you require pdf reader software go to [www.adobe.com](http://www.adobe.com) or [www.foxitreader.com](http://www.foxitreader.com).  
One form to be returned with the requested payment. one form to be retained for your information..
4. For all costs please contact the Bookings organizer.
5. **IMPORTANT - If a booking is cancelled within 7 days of the event the deposit will be withheld at the discretion of the committee.**

### NORTHBOUGH VILLAGE HALL COMMITTEE CONDITIONS OF HIRE

By signing the booking form (click on this link to open the form for saving and printing) you are agreeing to the Conditions of Hire

1. No more than a MAXIMUM of 200 people are allowed in the hall at any one time and of these 120 can be seated.
2. At no time should Fire exits be blocked or obstructed. Those booking and using the Hall should make sure that they familiarize themselves with the Fire Safety notice and have understood it.
3. Please ensure that there is NO UNDERAGE drinking in the Hall.
4. It is EXTREMELY important that all users of the Hall respect local residents with regard to noise levels from both the users of the Hall and any hired music. There must be NO music at all after 23:45. (Should there be any failure to follow these guidelines could jeopardise our Licence and proposed future bookings of the hall)
5. Unless the event is one where participants can 'bring your own alcohol' a licence number must be provided before any keys will be handed over. This will include both honesty bars and 'sales' using the 'every-affle-ticket-wins-a-drink' system or anything similar .
6. Under ALL circumstances if there are ANY damages or breakages these will be paid for by the hirer of the Hall.
7. NO Sellotape is to be used. Having just had the Hall refurbished we would like to keep it in this condition for as long as possible
8. When the event has finished could you please ensure the following:
  - a) It is essential that ALL rubbish is emptied into outside bin and the Hall left clean
  - b) **Please stack All tables on the appropriate trolley. All CHAIRS used from STORE TO BE RETURNED AND STACKED AS PHOTOGRAPH. CHAIRS FOUND IN THE HALL SHOULD BE RETURNED TO THE HALL. FAILURE TO DO THIS MAY RESULT IN AN EXTRA CHARGE**  
Chairs should not be stacked more than 3 high..
  - c) The kitchen MUST to be left clean and tidy - All crockery/cutlery used MUST be returned to cupboards and drawers.
  - d) Please make sure All party decorations are removed at the end of hire
  - e) The Hall should be thoroughly tidied and left as found, including toilets
  - f) All lights and heating to be switched off at the end of hire. (Failure to do this may result in addition charge).
  - g) Please make certain that all windows and doors are secured at the end of hire
  - h) **Only soft balls to be used in the hall NO FOOTBALLS**
  - i) **Under no circumstances are fireworks to be discharged in the HALL or ON THE PLAYING FIELD**
  - j) Please return keys TO THE ISSUING OFFICER.

### SMOKING LAWS

- a) The law states that no-one must smoke within five metres of any door or window that opens.
- b) By signing the booking form the hirer agrees to ensure this smoking policy is adhered to and that any fine imposed upon the Hall by the appropriate authority will be passed onto, and paid by, the appropriate hirer.
- c) The hirer also agrees to ensure the 'smoking area' is left clean at the end of the hire  
Your co-operation is very much appreciated.

## NORTHBOUGH VILLAGE HALL COMMITTEE FIRE SAFETY

It is ESSENTIAL that before signing the booking form the hirer must read the fire safety document.

### Fire safety

The person in charge of the function MUST check the location of all fire exits and exit points. At ALL times

these must be free from obstruction.

As there is no telephone at the Hall (nearest one is by the village shop) a mobile phone should be available

if a call to the fire brigade is required.

The hirer MUST be aware of the location all fire extinguishers and the fire blanket. PLEASE read the operating instructions.

The person in charge should be aware of who is attending the function in case of an evacuation.

In case of fire

Call the Fire Brigade immediately. Please note there is no phone in the hall but there is a public phone next

to the village shop.

If possible attack the fire with the appliances available but AT NO TIME should anyone taking personal risks.

There are Fire extinguishers located in the KITCHEN, LOBBY and SIDE of the hall. A fire blanket IS LOCATED in the kitchen.

If it is safe to do so, all electrical appliances should be switched off and doors and windows closed

Ensure that everyone leaves the building by the nearest available exit. UNDER NO CIRCUMSTANCES SHOULD ANYONE stop to collect personal belongings.

Fire exit doors are located at the back of the hall, side of the hall and annex as well as the main entrance

door.

Please ensure that members of your group are designated to ensure the building is vacated without taking

personal risk and that all people at the function are accounted for

Contact the Booking Secretary at 42 Granville Avenue

Under NO circumstances should anyone re-enter the building until instructed by a responsible person that it is safe to do so.

**NORTHBOUGH VILLAGE HALL COMMITTEE 2016**