

CASTLE EDEN VILLAGE HALL

Stockton Road, Castle Eden, County Durham, TS27 4SD



BOOKING FORM 2013-14

Completed booking form to be returned to: Mrs. A. Moon, Cornfields, St James Fields, Castle Eden, TS27 4TJ. Tel: 01429 838337. Any special requirements should be arranged with the above.

Contact Information

Name of Hirer	
Address of Hirer	
Telephone Number	

Hire Details

If providing a licensed bar facility a returnable bond of £200 is required, see Conditions of Hire below.

Type of Function		
Estimated number of People attending Function		
Are you providing a licensed bar facility?	Yes/No (please delete as appropriate)	

Please detail each period where access is required. Time includes any preparation or clearing up time, these will be charged at the standard hourly rate.

Date of Hire	Access Time		Hours	Total Hours
	From	To		
Additional Comments				

Signed:(Hirer) Date **Signed:** (on behalf of CEVHA)
I have studied the conditions of booking and agree to abide by them.

Conditions of Hire

- Hourly charge - £20 per hour or part of an hour. Payment can be made either by cheque to Castle Eden Village Hall Association, or via BACS, details available on request.
- Preparation and clearing up time is charged for and should be included in your time requirements for the hall.
- If time is required for setting up or clearing up on a day other than the day of the function, it will be charged at the hourly rate. The time of access and vacation of the Hall for each period should be agreed at the time of booking and stated on the Booking Form. Note: No bookings to extend beyond Midnight.
- Notice of cancellation must be received at least 48 hours prior to their agreed booking otherwise the agreed hire charge will be made. This requirement is made to ensure that unnecessary heating costs are not incurred for the Village Hall Association.
- Booking forms should be accompanied by a deposit, and posted within seven days of provisional booking being made.
- All accounts should be paid in full before the commencement of the hire, unless agreed otherwise.
- Castle Eden Village Hall Association does not provide a licensed bar facility. Hirers must make their own arrangements if alcohol is to be sold on the premises. Please note the requirement of returnable bond of £200 for evening functions with licensed bar facilities. A separate cheque must accompany the booking to accommodate this requirement – this cheque will not be cashed unless the conditions of hire are breached.
- If licensed bar facilities are used, **it is the responsibility of the provider to remove all empty bottles, cans and glass from the premises. Failure to remove will result in retention of the bond.**
- Any wilful damage to the premises, grounds or equipment is the responsibility of the Hirer and will be charged accordingly.
- It is the responsibility of the Hirer to ensure that all members of the public, attending the function, are made aware of the Fire Exits and position of fire fighting equipment.
- Groups are asked to observe the Country Code especially in the case of litter, and to make every effort to maintain good relationships with the community.
- Hirer will be required to ensure appropriate insurance cover for 'Bouncy Castles' and any electrical equipment brought onto the premises. It is the responsibility of the Hirer to ensure any electrical equipment holds a current dated electrical safety check label or Certificate of Electrical Safety.

Chairman
Tony Milburn

Castle Eden Village Hall Association operates a no-smoking policy.

The Trustees cannot accept responsibility for any loss or damage to vehicles or their contents or to any personal possessions