

ASHWELL YOUTH AND COMMUNITY CENTRE

Ashwell Village Hall, West End, Ashwell, SG7 5PJ

BOOKING FORM (Private Parties or Organisations)

Name of Hirer (aged over 25 years) -----

Address -----

Telephone number-----

E-Mail -----

Date required ----- Times From --- -----am/pm To --- -----am/pm

Requirements :-

	Y/N
Main Hall (£15/hr) Dimensions - 65ft x 19ft Licensed for 90 people	
Upper Hall 1 (with stage) (£12/hr) Dimensions – 35 x 19 ft Licensed for 40 people	
Whole building (£25/hr)	
Carpark only (£12/hr)	

	Y/N
Use of downstairs kitchen, crockery, cutlery, chairs, tables free to hall hirers	
Tables – 50p each Plastic chairs - 30p each Upholstered chairs (Indoor use only) - £1 each	
Hire of Crockery/Cutlery - £25	

NB. Special rates are available for block bookings – please contact the booking secretary for details

Nature of function

(Please be specific) -----

Will tickets be sold ? -----

	£	Cheque enclosed?	Pd by Bank Transfer
Charge			

	£	Cheque enclosed?	Supply on the day?
Deposit	£100		

Please Note :-

- Please allow yourself time to prepare for you event, and clean up afterwards, when you make a booking.
- A minimum of 3 hours is charged.

Supervising Adults (Over 25, Minimum of 2 people) :-

Name ----- Tel: ----- Name ----- Tel: -----

Address ----- Address -----

We, the undersigned, have read the rules for hire of Ashwell Village Hall, will be in attendance and agree:

1. To accept all legal responsibility for supervision of the event, understanding that it is a requirement that all private functions shall be limited to a maximum of 90 people (Main Hall) or 40 people (Hall 1) attending, and that admission shall be by ticket only.
2. To accept responsibility for obtaining any necessary licence.

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3. To accept responsibility for ensuring a quick and quiet vacation of the premises and drive at the end of the event, understanding that is a requirement that the premises will be vacated before expiry of the hours of use shown above, save for those remaining for the purpose of cleaning and tidying the hall.
4. To accept responsibility for ensuring that the premises are left clean and tidy and all furniture is moved back to its original position.
5. To accept responsibility for any damage to the hall or its fixtures or fittings.

We enclose a deposit of £100 against breakages or damage or failure of the premises being adequately cleaned and tidied. We understand that the Village Hall Trustees reserve the right to retain part or all of this sum in the event of an unsatisfactory inspection after the event.

Signed (name of hirer) ----- X

LICENSING

It is the responsibility of the Hirer to ensure that any necessary licenses (e.g. for the sale of alcohol or for music and dancing) have been obtained, and that any caterers used understand the requirements of current Health and Safety Legislation. Whilst the Village Hall Trustees make every effort to ensure the maintenance of food storage, heating and cooking facilities, they do not accept responsibility for breakdowns, power failures or hygiene standards.

I have read and understand these conditions of booking

Signed by Hirer ----- X

Booking form, deposit and hire charges should be sent to;

Mrs. Rosemary Pearch, 47, High St., Ashwell, Herts., SG7 5NP

Telephone 01462 742913 or 07929 972079

E Mail: rosypearch@btinternet.com

Payment can be made before the event either

by cheques made payable to Ashwell Youth and Community Centre.

Or by bank transfer to

Ashwell Youth and Community Centre

account number 26152087

sort code 09 01 55

Please contact the booking secretary 2-3 days before your booking to arrange access to the hall.

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Smoking

This hall has a no smoking policy. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire or health hazard. Under no circumstances should they be thrown into our neighbours' properties or dropped in the artificial grass area.

Stage Curtains

The stage curtains belong to Ashwell Theatre Group, and are locked. If you wish to use them or have them drawn across, please contact Connie Chambers (connie@constance.me.uk , Tel. 01462 743838).

When you leave

Please ensure that :-

- The hall is swept and the floor cleaned of any spillages
(Cleaning materials in the boiler room off the main kitchen downstairs)
- You take your litter home
- Toilets are clean
- Windows and doors are all shut and locked
- Lights are turned off