



MAKING A BOOKING

To make a booking, first please go to www.holburystmaryvillagehall.org

1. Please use the calendar to check availability of the Hall and any additional facilities you might require and submit an online booking request
2. Please then fill in and sign this booking form and return it to the Bookings Secretary as soon as possible. Forms can either be scanned and emailed or posted.
3. On receipt of an invoice, please make payment to:

The Holmbury St Mary Village Hall Trust
Sort Code: 40-52-40
Account Number: 00017041

Your Booking Form will constitute your agreement to hire the Hall on the date(s) and for the period(s) and purpose you specify in the form and on the terms of the Conditions of Hire. The agreement will be complete when we confirm your booking.

For queries contact:

Booking Secretary: Janet Kingsley

Email: holmburyvillagehall@gmail.com

PRICING

| Hiring Session | Rate |
|--|------------|
| Hourly part hrs charged as full | £15 p/h |
| Full day booking 09.00 – 18.00 | £105 p/day |
| Weekday Evening 18:00 – 24:00 | £75 |
| Weekend Evening 18:00 – 24:00 | £100 |
| Wedding/large event booking 18.00 day before to 13.00 day after event | £1950 |

* Additional £400.00 security deposit applicable.

Setting up and packing away time must be included in your hire time.

Payments to be made in advance, within one month of booking enquiry

For certain types of the event (including weddings and parties), we require the payment by bank transfer in advance of a security deposit of £400 to cover the costs of any breakages or other damage, or to cover the cost of any additional or exceptional cleaning-up after an event which must be done before the Hall can be used by others. The security deposit must be paid with the balance of the hire charges. This will be returned provided the Hall and its contents have been left in an undamaged, clean and tidy condition.

Arrangements can be made (subject to other bookings) for a clearing up session (up to two hours) the following morning for an additional charge.

CANCELLATION

If you wish to cancel your booking and the Bookings Secretary is unable to conclude a replacement booking, the question of the payment or the repayment of the hire charges shall be at the discretion of the Hall trustees.

The Hall trustees reserve the right to cancel this booking by written notice to the hirer (as specified in the booking form) if:

1. they reasonably consider that (i) the hiring may lead to a breach of licensing conditions or other legal requirement or (ii) unlawful or unsuitable activities will take place in the Hall as a result of this hiring or
2. the Hall becomes unfit for the use intended by the hirer. In the case of a cancellation by the Hall trustees, the hirer will be entitled to a refund of any deposit or hire charges already paid, but the Hall trustees shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

| | |
|---|--|
| More than four weeks before the booked event. | 100% refund, less a £30 administration fee |
| Between two and four weeks before your booked date. | 50% refund |
| Less than two weeks before the event. | 0% refund |

RULES AND INFORMATION FOR HIRERS

It is your responsibility to ensure the Hall is **CLEARED, CLEANED** and ready for the next hirer and always vacated by **MIDNIGHT**.

We expect people to act responsibly when using the hall. Misuse of the hall will result in the loss of your deposit or a further charge being levied.

Responsible person

Please ensure that the responsible person (the person whom you nominated at the time of booking who must be over twenty-one) is in the Hall at all times and ensures compliance with these Conditions of Hire. Unless you let the Bookings Secretary know in advance, the person named in the booking form will be regarded as the responsible person for these purposes. **Remember that the person must be over 21 and present in the Hall at all times.**

Number of people

Under the applicable fire regulations, the maximum number of people permitted to be in the Hall is 170.

Grassy area

If you are intending to use the ground outside the Hall for any purpose other than normal recreational use, please talk to us. We have an agreement with Hurtwood Control that this area can be used for certain activities with additional payment of £50.00.

Please note that if using this area, you must also adhere to the Hurtwood Code of Conduct with can be found at <https://foth.co.uk/activities/code-of-conduct-and-risk/>. This includes the prohibition of fires and camping. Parking is allowed on the area if the earth is dry and firm.

Car Park

The car park is not owned by the hall and does not form part of any booking. You are not permitted to close any part of the car park to the general public and are not to park in front of the two barriers as these are for emergency vehicle access. If you are intending to use the car park for any purpose other than parking (e.g. for setting up stalls, the erection of tents, portaloos, holding of outside fetes/parties), you must contact Shere Parish Council:

Parish clerk

Address: Shere Parish Council, Tanyard Hall, 30 Station Road, Gomshall, Guildford, GU5 9LF
Tel: 01483 203431
Email: sherepc@remote.guildford.gov.uk

Please ensure that access to the Hall by emergency vehicles is always left clear. Please note that there is a public right of way across the car parking area which must always be kept clear and free for the public to use.

If you are expecting a large number of people at your event, please plan ahead and marshal parking or arrange for alternative means of people getting to and from the hall.

Keys

The hall keys are kept in a key box next to the hall. The Bookings Secretary will let you know how access them. Please ensure that a responsible person keeps charge of the keys at all times. The keys to the Hall must be returned promptly after your event since they may be needed for other hirers shortly afterwards. A charge will be made for lost keys. Please ensure that all hall doors are locked when leaving the hall.

Heating

Heating the Hall is very expensive. The heating in the Hall is carefully regulated so that it should be at a comfortable temperature for most users at most times. If you do find the need to increase the heating, please do not turn up the thermostat to more than 20° and please always turn it down to 15° on leaving the Hall. If you wish to pre-heat the hall before your booking, please contact Justin on 07932 062364.

Tables and chairs

Please return all furniture to the side storage area after your event (stacking the chairs neatly and behind the yellow line) and clean it if needed.

Windows

The keys for the window locks are kept in the kitchen. If you open any windows, please remember to lock them again when you leave and return the keys to their place.

Kitchen and other equipment

Please make sure that you leave the kitchen clean and tidy, wash and return the equipment before you leave. Please keep doors to kitchen closed when using the ovens.

Litter/Rubbish

We do not supply bin bags - bring your own. Please make sure all rubbish is placed in large red bin outside the hall. Do not leave any for the foxes to rip open. **If you overflow the bin, an additional £25 charge will be payable.**

Health and safety

Although the trustees of the Hall take all reasonable steps to ensure that the Hall is safe and clean for users. It is the primary responsibility of those booking the Hall to ensure the health and safety of users of the Hall. The Hall trustees are insured against any claims arising out of their own negligence, but they otherwise accept no responsibility for accidents to hirers or their guests, agents or employees and hirers should consider carefully taking out their own public liability insurance in case of any claims against them arising as a result of the hire. Please read and observe the various safety notices in the Hall.

Emergency exits should not be obstructed at any time. Please also remember to ensure that emergency vehicles can reach the Hall at all times if required. If you are proposing to bring into the Hall any electrical appliance, it is your responsibility to ensure that it is safe and in good working order and used in a safe manner.

Accidents and Dangerous Occurrences

The hirer must report all accidents involving injury to any person to a Hall trustee or the Bookings Secretary as soon as possible and record the details in the Hall's accident book (kept near the First Aid box in the kitchen).

Observance of licensing and legal requirements

The Hall is used for a wide variety of functions and events by a wide range of users. You must not use the Hall for any unlawful purpose and you should only use it for the purpose you have specified in the booking form. Some activities (e.g., the sale of alcohol (which includes serving alcohol at an event for which an admission charge has been made), public performances of music or dancing, and activities for young children) are subject to specific legal requirements and/or may require the filing of a Temporary Event Licence with the Police and the local authority (Guildford Borough Council) in advance of your event. It is the responsibility of hirers and users of the Hall to ensure that they find out about, and comply with, any such requirements and, if required, obtain and comply with any conditions of any licence, or file any notice, which is required for their event. Please note that, under the Licensing Acts, the number of Temporary Event Notices which can be filed for events at the Hall in any year is limited and, if that limit has already been reached in any year, you will not be able to do the things which require to be licensed (e.g., selling or serving alcohol) as part of your event.

Care of the Hall

Do not use anything including Blu / White tack, sellotape, pins in the hall. If you do attach decorations please take the time to make sure you take them down.

Emergency telephone

There is an emergency telephone in the main entrance lobby of the Hall, this telephone will accept in-coming calls only. The telephone number is 01306 731681. In the case of an emergency please call 999. Local Police 101 / 01483 571212. The address of the Hall is: Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary, RH5 6PG.

Fire

In case of fire, evacuate the Hall immediately and call 999. Fire extinguishers are provided in the Hall. Do not take any risks with personal safety in case of fire. It is your responsibility to ensure that everyone in the Hall knows how to evacuate the Hall in an emergency.

Indemnity

The hirer will indemnify and keep indemnified the Hall trustees (and each of them) and their employees, volunteers, agents and invitees against (1) the cost of repair of any damage done to the Hall, its installed equipment or contents, (2) all claims in respect of damage or loss of property or injury to persons arising from the use of the Hall by the hirer and (3) any liability or costs arising from the breach by the Hirer of any of these Conditions of Hire. Hirers are reminded to consider taking out their own insurance against these liabilities.

Vacating the Hall

All evening events in the Hall should be planned so as to ensure that everyone has left the Hall, with the Hall left in a clean and tidy condition, by no later than midnight. Please ensure you have gone through the checklist below before leaving the hall.

| Activity | | Notes |
|--|--------------------------|--|
| Clear and clean the hall including toilets | <input type="checkbox"/> | Cleaning equipment are in the cupboard next to the kitchen and cleaning products are under the sink in the kitchen. |
| Put away tables and chairs | <input type="checkbox"/> | Please ensure all tables and chairs are put back in the back hallway safely and ensuring fire exits are accessible. |
| Leave quietly | <input type="checkbox"/> | When leaving the Hall after your event, particularly in the evening, please avoid making unnecessary noise and disturbance to our neighbours, the residents of Felday Glade. |
| Switch off lights | <input type="checkbox"/> | Please turn out all lights when leaving the Hall. The exterior lights are on a timer switch, which will allow you to leave the car park. The terrace and step lights need to be turned off separately. |
| Put rubbish out | <input type="checkbox"/> | Put all rubbish including recycling in the outside bin and do not overfill or leave rubbish outside the bin. If you overfill the bin, an additional £25 charge will be payable. |
| Turn heating down | <input type="checkbox"/> | Please turn the heating down to 15° on leaving the Hall |
| Report maintenance issues | <input type="checkbox"/> | Please report any maintenance issues or damage to the Hall, chairs, tables or other equipment to the Bookings Secretary. |
| Close and lock all windows and doors | <input type="checkbox"/> | Please ensure any windows opened are closed and that all fire doors are shut. |
| Return keys | <input type="checkbox"/> | After your event, please ensure that all windows and doors in the Hall are securely closed and locked and return the keys to the safe box. |



I/We Name/organisation

HEREBY:

1. AGREE to hire the Hall for (*If more than one date/regularly bookings, please attach a separate list with dates/times*)
Start date and time End date and time
including setting up and clearing up
2. For the use of (including any special requirements)
3. UNDERTAKE that the following person is over twenty-one and shall be in charge of and present in the Hall at all times when the Hall is in use and has responsibility for ensuring that the Conditions of Hire are complied with

Name
Address
Telephone
Email address

4. I/we confirm that alcohol
 WILL WILL NOT be sold at this event.

5. If alcohol will be sold, I/we
 UNDERSTAND that, if alcohol is to be sold in the Hall (whether directly or indirectly - e.g. as part of the admission charge for an event), the Hirer is responsible for filing a Temporary Event Notice (TEN) with the Police and with Guildford Borough Council **at least ten days before the event** (see Information for Hirers and the enclosed Conditions of Hire for details) and providing a copy of the TEN, stamped by Guildford Borough Council, to the Booking Secretary.

6. AGREE to pay the total charges before hire as follows:

| | |
|--|--|
| <input type="checkbox"/> Fixed rate booking fees (see pricing section) | £ |
| <input type="checkbox"/> Hourly Booking fees (see pricing section) | £ |
| <input type="checkbox"/> Returnable security deposit | Returnable security deposit: £400.00 (<i>required for weddings and large events</i>) |
| <input type="checkbox"/> Ceiling drapes | £50.00 (<i>included in weddings and large event fee</i>) |
| <input type="checkbox"/> Hurtwood Control | £50.00 (<i>required to erect structure or park on grass area opposite hall</i>) |
| <input type="checkbox"/> PA system | £25.00 (<i>included in weddings and large event fee</i>) |
| <input type="checkbox"/> Toddler Group Toys | £20.00 |
| Total | £ |

Payments to be made in advance, within one month of booking enquiry, include your name or organisation in reference

The Holmbury St Mary Village Hall Trust

CAF Bank

Sort Code: 40-52-40

Account Number: 00017041

Security Deposits will be returned provided the Hall and its contents have been left in an undamaged, clean and tidy condition.

7. I/We have read and understood all above information and
 AGREE to comply with the Conditions of Hire set out in the Rules and Information for Hirers

SIGNED ON BEHALF OF THE HIRER/HIRING ORGANISATION:

Signature

Name

Date

To confirm your booking, please return a scan or a photo to holmburyvillagehall@gmail.com

Please retain one copy for your records. Please make sure that you have read and understood the Rules for Hirers enclosed with this form which form part of your booking contract.

Please e-mail holmburyvillagehall@gmail.com one week before your event for details of obtaining the key to the Hall. NB that the balance of your booking fee must have been received **before** you make contact about access to the Hall. Access to the Hall will not be permitted unless the booking fee (and, if you have been asked to provide a security deposit, the amount of the security deposit) has been paid in full.