PRESTON VILLAGE HALL

If you wish to book the Village Hall please apply to

Mrs Anne Mingins, Pear Tree Cottage. Tel: 07790358712

annemingins@icloud.com

HIRE CHARGES

From April 1st 2024, the charge for hiring the hall, including heating, will be £12 per hour. Private village functions £10 per hour.

A refundable deposit of £100 in cash (or a cheque payable 10 days in advance) may be required for any social events involving music/dancing.

APPLICATION TO HIRE

Date(s) required

……

Total Hours (including setting up and clearing up)

……

Name of applicant (Age 18 or over)

……

Address……

……

Telephone…… email ……

Hire charge ……Total ……

Booking deposit (if applicable) paid ……

NOTE: *booking not confirmed until deposit paid*

Refundable deposit received (date & amount) ……..

- 1 agree that I will be liable to Preston Village Hall Committee for any payment for or arising from the hiring.
- 1 agree to the Conditions of Hire (overleaf)
- 1 understand I will be invoiced by arrangement.

Signed ……

Date ……

Revised 21.03.2024 CS/AM

Conditions of hire for Preston Village Hall

- The hall is licensed for music, dancing and the showing of films from 9am to 11.30pm.

- The hall is not licensed for the sale of alcoholic drinks. This includes events where alcohol is included in the price of the ticket. Hirers should apply to the licensing officer at Cotswold District Council for guidance. Alcohol may be served at private and family functions

- Smoking is not permitted in the hall or in the neighbouring garden.

- The person signing the form as a hirer or as an authorised representative of the hirer must be 18 years old or over; and is responsible for the payment of the charges and holding the key and compliance with all the terms of the hire.

- Payment of the agreed fee, will be made following invoice.

- A deposit may be required. This is returnable if the booking is cancelled at least 7 days before the hire date.

- Representatives of the Village Hall Committee have the right to enter the hall during the hiring.

- The hiring is personal to the hirer and cannot be transferred to a third party.

- The Village Hall Committee reserves the right to cancel a booking (with return of deposit) in the event of the hall being unfit or unavailable for hire.

- The person signing as the hirer or as an authorised representative of the hirer agrees:-

    1. To be responsible for the hall and the behaviour of all people visiting the hall in connection with the hiring.
    2. To take all precautions to ensure the safety of all people visiting the hall during the hiring.
    3. To ensure that any people working with young people under the age of 18 have the relevant criminal records checks.
    4. To familiarise themselves with the location of the Fire Exits and Fire equipment.
    5. To be responsible for the cost of repairs, replacements or redecoration of the hall or its equipment if damaged during the period of the hire.
    6. Not to change the settings of any electrical equipment other than switching lighting and heating on and off.
    7. To switch off all lighting, heating and the water heater at the end of the hiring.
    8. To check all taps are turned off before leaving.
    9. To take away all rubbish (including that found in the toilets) from the hall at the end of the hiring. (Remember to bring rubbish bags.)
    10. To ensure that all windows are closed, and both outside doors are locked when leaving.
    11. To leave the floors and all surfaces clean, when the hall is vacated. (Cleaning equipment may be found in the hall.)
    12. To use the kitchen only as a kitchen and to comply with all current Food Regulations.

    (No food may be cooked on the premises, but food prepared and cooked elsewhere may be brought in and reheated. A person with Food Hygiene Training must be present in the kitchen if food is being prepared and served to members of the public. A certificate is not required if you are catering for family or your own club members.)

Please note

Stiletto shoes must not be worn in the hall as they will damage the floor.

The hall is checked after each event. Revised 21.03.2024 CS/AM