

PRIVATE FUNCTION BOOKING FORM



Please complete this form to make a booking to use any of the Hall facilities for an event. Your Hall team contact is our booking clerk Martin Smith; mobile: **07895 193 135** or email: mar.smith@tiscali.co.uk.

Date(s) of Hire

Start Time:

Finish Time:

Type Of Function:

Name:

Address:

Telephone Number:

Email:

Hall Hire Charges

Main Hall Hire - £7 per hour

Committee Room Hire - £5 per hour

Full Hall Hire including setting up the day before the event - £120

- For more than five regular hirings per year there will be a reduction of £1 per hour to the hire charge. For certain events there will be a deposit required, returnable after the event minus any charges for loss or damage to hall equipment or property. This deposit is at the discretion of the hall booking clerk, dependant on the event.
- There is no charge for parishioners' funerals.
- Hire includes use of kitchen and kitchen equipment. Tablecloths and tea towels are available at a separate rate. Tables and chairs included - Child height chairs are available if required.

If you choose to have a **licensed bar there will be a charge of £25.00**. * Please note - to sell alcohol a licence will be required, allow 21 days to apply for a Temporary Event Notice (TENs) from North Devon Council, a copy **MUST** be sent to the booking clerk **PRIOR** to your event taking place.

Running your own bar also requires a licence.

I have read the terms & conditions (see pages 2 to 4) and agree to adhere to them and understand that the bond payment will not be reimbursed should any of these stipulations be breached; I recognise that the premises must be in a condition ready for further hiring at the end of the agreed hire time.

Signed: _____ **Date:** _____

Once completed please send a signed copy of this form along with full payment and deposit (bond) payment to: Wendy Sweet, South Riding, Roachill, South Molton, EX36 4EB.

Payment cheque needs to be made payable to **Knowstone Village Hall**. Hire payment by cheque or by BACS to Lloyds account number: 01589722; sort code: 30 90 49



Booking Terms and Conditions – it is VERY important these are read before agreeing and signing.

DEPOSIT - A bond (cash or cheque) is to be paid to **Knowstone Village Hall** and enclosed with the booking form when required (£50 or £100 depending on the type of function). The Bond will be banked and returned to the hirer after the function. **If any fixtures or fittings in the Hall are damaged or removed, or any of the following conditions are breached, the Hall Committee have the right to retain part of or all of the Bond to cover the cost of replacement items or repairs. Should any damage exceed the amount of the Bond then further monies will be charged to the Hirer.** By reading these Terms and Conditions, you, the Hirer, are agreeing to this. The bond is repayable within 14 days after checks have been made. ALL BREAKAGES MUST BE REPORTED.

CANCELLATION POLICY In the event of cancellation your bond will be retained unless there is time for the date to be rebooked.

SAFETY & FIRE EXITS Please ensure you familiarise yourself with the location of all fire exits prior to your event and that they are kept clear during the event. It is the hirer's responsibility to ensure all doors and windows are closed and locked before leaving.

MUSIC/ENTERTAINMENT Windows and external doors MUST be closed at 11.00 p.m. and the music TURNED DOWN to a reasonable level, always finishing by Midnight. The hirer should nominate a responsible person to ensure this happens. This is in consideration of the local residents and the 1996 Noise Act; the site must be vacated as soon as possible after midnight and by 1.00 a.m. at the latest. Spot checks will be carried out.

Breaches of this rule result in the Deposit being withheld

BAR Please see booking form page 1 for details.

ACCESS The Hall key / key safe code will be supplied by the booking clerk.

DOORS Check that external doors and windows are closed and locked before leaving the hall. Any internal door that displays the sign "Fire Door" must be closed at the end of a hire.

HEATING AND HOT WATER The central heating and hot water controls are in the storeroom off the main hall. Do not touch the boiler controls. The electric wall heater controls are in the cupboard next to the front door, off the hallway. The thermostat in the main hall may be adjusted if required, the one in the Committee room should be left alone. Heater fans are available if required. Ensure all heating is turned off before leaving.

LIGHTS Please note: the main hall lights are LED. The centre ones are non – dimmable, the rest are, and they work in banks of two. Press the switch once for on or off and hold down to dim or brighten.

CAR PARK LIGHTS The switch for these lights are in the cupboard by the main entrance. When leaving switch, them off and press the five-minute button to provide lighting on the North side of the hall as you leave.



PLEASE TURN OFF ALL LIGHTS AND HEATING WHEN YOU LEAVE!

WIFI CODE Look out for signs on all walls.

COOKERS Clean thoroughly after use. BE SURE TO SWITCH OFF THE POWER ON THE WALL TO THE LEFT OF THE COOKER. Please use the extractor fans when cooking. Dirty cookers will result in the bond being withheld.

DISHWASHER Plates and dishes must be rinsed off before placing in the washer.

FURNITURE In *Committee Room* place 8 black chairs around 4 tables (side by side) in the centre of the room, and the rest of the black chairs against the walls or windows. Leave the stacked red chairs along the back wall.

Main Hall, the four small square tables should be left under the windows to allow air to come from the heaters. All other chairs and all the rest of the tables need to be placed in the main hall storeroom, chairs stacked to the right and tables. Take care not to scratch the floor when putting any furniture away.

DECORATING THE HALL No hooks, screws, nails, drawing pins or blue tack are to be used by the Hirer without consultation with the booking clerk. Any damage caused by the Hirer's own fixings will be charged.

STORAGE AREA is used principally for Parish Hall equipment. Groups wishing to store their own equipment are asked to confer with the booking clerk first as storage is very limited. This private property should not be used by other hirers of the premises; we would ask hirers to respect this request. All property not belonging to the Hall is left entirely at the groups' own risk.

STAGING can be moved from its location under film screen but must be returned there on completion of the hire.

LINEN Use your own linen if possible. Tablecloths and tea towels are available on request but must be laundered and returned ASAP after your event or there will be a charge of £5 per cloth if laundered by us - please ask the booking clerk for details.

CLEANING AFTER EVENT It is the Hirer's responsibility to ensure all areas of the hall are clean and tidy after use, all floors must be cleaned and carpet hoovered, including the kitchen and toilet floors. Ensure toilets are flushed. The outside grounds should also be left tidy with cigarette butts, glasses etc. picked up. Any rubbish should be removed by the hirer. Extra cleaning will be charged for. **CLEANING MATERIALS** Brooms etc can be found in the storage area off the main hall. Also, spare toilet rolls are available on request. If you need to wash the wooden floor, PLEASE just use soapy water or if something stronger is required please speak to our keyholder using the contact numbers above. Be aware that with drink spillage the floor may need more than one clean.

ADDITIONAL CARETAKER SERVICES Extra services may be available from the Hall's regular cleaner – please discuss this at the time of booking. Please note there is an expectation that all toilets are left in a reasonable condition and as much is picked up as possible.

FIREWORKS Fireworks and Chinese lanterns are not permitted anywhere on Hall property.

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SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING – Anyone wishing to smoke should do so outside at the front of the building using container on wall for cigarette butts.

PARKING Parking is limited, so if there is more than one function, hall users leaving first are advised to use the lower car park by the sheds or in the road, or they may get blocked in.

FOR ANY SPECIAL REQUIREMENTS Please contact the booking clerk.

WHAT YOU NEED TO DO NOW - print off a copy for your information; then return this page, the signed booking form, bond and full payment, (if known in advance) to the address on the bottom of the booking form. If you are unable to print, please ask for a copy at the time of booking. It is the hirer's responsibility to ensure that all these conditions are adhered to. Payment for hours used can be made after the event if required – please arrange with booking clerk.

Thank you for booking Knowstone Parish Hall!

I agree to the Knowstone Parish Hall Booking Terms and Conditions and agree to be bound by them. I will also ensure that full and final payment is made (14 days before the event if possible).

Signed: _____

Name: _____

Date: _____