

# PRIVATE FUNCTION HIRE 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](mailto:mar.smith@tiscali.co.uk).

**Date(s) of Hire**

\_\_\_\_\_

**Start Time:**

**Finish Time:**

\_\_\_\_\_

**Type Of Function:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Telephone Number:**

**Email:**

\_\_\_\_\_

## Hall Hire Charges

Hire Type	Charges	Deposit Details
Full Hall Facilities		<ul style="list-style-type: none"><li>Includes evening setup time for functions the day before</li></ul>
Main Hall, Committee Room & Kitchen, All Hall Equipment	<b>£150</b> per day	<b>£50</b> <ul style="list-style-type: none"><li>Deposit refundable after satisfactory end-of-hire inspection</li><li>10% discount for Parishioners</li></ul>
Main Hall	<b>£10</b> first two hours (min)	<ul style="list-style-type: none"><li>Set up time included in first two hours</li><li>Minimum hiring time is a full hour</li></ul>
Incl. Kitchen & All Hall Equipment	<b>£8.50</b> per any additional hour	<b>£50</b> <ul style="list-style-type: none"><li>Deposit required for functions serving any drinks and/or food</li></ul>
Committee Room	<b>£5</b> per hour	n/a <ul style="list-style-type: none"><li>Includes the use of kitchen and Hall equipment</li></ul>

**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!**

Follow the **End of hire Check List** to ensure you fulfil your requirements as the Hirer of the Hall – see Appendix.

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**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. Please do not dismantle.

**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.

**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.

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**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:** \_\_\_\_\_

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## APPENDIX – END OF HIRE CHECK LIST

At the end of your hire period, please complete the following checks to ensure that your deposit can be refunded. Your contact for any queries or issues is Martin Smith; mobile: **07895 193 135**.

Hoover, dry and wet mops, brush & dustpan, and bucket are in the storage area accessed through the double doors inside the Hall. Please bring your own cleaning products and cloths, and bin bags to take away.

Area	Condition	Action required	Done
Main Hall	No tables and chairs	Wipe table surfaces Brush chairs to remove any crumbs Move all the tables and chairs into the storage area <b>Note! Max 7 chairs per stack</b>	
	Staging	Move to top of all stacked at the top end of the Hall – do not dismantle	
	Floor is clean; no debris and stains	Dry mop the floor Hoover up the debris and corners Remove any stains with water and cloth, dry (no harsh chemicals)	
	Fire Exit Doors closed	Physical check required	
	Windows closed	Check and close as required	
	No decorations and/or other materials	Remove all items that you brought with you	
Toilets; Ladies, Gents & Accessible toilet	Floors, toilet bowls / urinals, handwash basins and surfaces are clean Bins empty	Brush toilet bowls / urinals and wipe seats and handles Clean wash basins, taps and the surrounding tops, dry Mop the floors Empty bins	
Committee Room	Room left clean and as you found it	Hoover floor Wipe tabletops, dry Check chairs for crumbs, brush Organise the furniture; 3 tables side by side in the middle with 8 black chairs around it	
Kitchen	Kitchen floor, surfaces, sinks are clean	Wipe down all surfaces Sweep and wet mop the floor	
	Kettles, urn, and cooker turned off	Empty and unplug kettles and urn Turn cooker off using the wall switch	
	Crockery etc washed and put away	Crockery, cutlery etc clean and tidily in their correct cupboards	
	Bin empty	Take your rubbish and recyclables with you	
Entrance Lobby	No visible debris on the floor or the small tables	Hoover the floor	
	Electricity cupboard by entrance door closed and locked	If it's dark outside, press the 5 min light switch before exiting to switch on the outside lights	
Rubbish etc.	Nothing of yours left behind	Take rubbish and any of your items with you	
Front Door & Keys	Door locked and keys put away to safe	Put the keys back into the key safe and ensure the safe lid is locked and cover on	

**Thank you for helping us maintain our Hall clean and tidy for the benefit of all users!**