



MEDBOURNE
V I L L A G E H A L L

Standard Booking Form and Conditions of Hire	
Name of hirer:	
Organisation (if applicable):	
Date(s) Requested:	Start Time: Finish Time: Please allow time for setting up & clearing up
Type of function: (for weddings use "wedding" form)	
What information would you like displayed on Village Hall Website Calendar?	
Contact details/address:	
Telephone Numbers:	
e-mail:	
Total cost:	£30 /4 hour booking £80 all day (£25 & £70 for Medbourne Residents) £
I confirm that I have read and understood the terms and conditions of hire, and agree to be bound by these.	
Signed	Date:

Please Complete and send to: Bill Barrie, 6 Ashley Road, Medbourne, Mkt. Harborough LE16 8DL

Tel: 01858 565677

07711 416254

Please Read the Terms and Conditions below.

In particular, please:

1. Leave the hall, and kitchen, clean and tidy. Restack tables and chairs in entrance hall. If using kitchen, please supply your own tea-towels.
2. Remove all rubbish and please take with you.
3. Turn off lights, lock doors and return keys as arranged.
4. Use field gate only if necessary to deliver heavy equipment. **Parking is not allowed in the grounds.**



Please retain a copy of this form and Standard Conditions of Hire for your records.

Standard Conditions of Hire

1. In respect of these Standard Conditions of Hire, the Hirer is deemed to be an individual hirer or, where the hirer is an organisation or company, the authorised representative of that organisation or company who has signed on Page 1. The Hirer must be at least 21 years old. If the Hirer is in any doubt as to the meaning of the following, the Medbourne Village Hall secretary should be consulted as soon as possible. Reference to the premises' in the following means Medbourne Village Hall.
2. The Hirer shall be present throughout the period of the hiring and is responsible for (a) the supervision of the premises, the fabric and the contents including their care and safety from damage however slight, and (b) the behaviour of all persons using the premises whatever their capacity: including but not limited to ensuring the proper supervision of car parking arrangements so as to avoid obstruction of the highway and nuisance to neighbours of Medbourne Village Hall.
3. The Hirer shall not use the premises for any purposes other than that described in these Standard Conditions of Hire, and shall not sub-hire the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring into the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof.
4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, lotteries or the sale of intoxicating liquor etc. If alcohol is to be sold during the time the hall is hired, this can only be done with prior agreement of the Medbourne Village Hall committee in accordance with the licence issued by Harborough District Council.
5. The Hirer shall, if preparing, serving or selling food, ensure that all relevant food health and hygiene legislation and regulations are complied with in respect thereof.
6. The Hirer shall ensure that all electrical appliances brought by them into the premises and used there shall be safe and in good working order, and used in a safe manner.

7. The Hirer shall indemnify Medbourne Parish Council and the Medbourne Village Hall committee against (a) the cost of repair for any damage done to any part of the premises including the contents of the premises, and (b) all claims in respect to damage or loss of property or injury to persons as a result of the use of the premises (including the storage of equipment) by the Hirer.
8. The Hirer must report all accidents that involve injury to any person on the premises or as a result of the booking to a member of the Medbourne Village Hall committee as soon as possible and complete the relevant section in the Village Hall's accident book. Any damage to or failure of equipment belonging to the Village Hall must also be reported as soon as possible to a member of the Medbourne Village Hall committee.
9. The Hirer shall ensure that no birds or animals, except guide dogs, are brought into the Village Hall unless express permission is given by the Medbourne Village Hall committee for a special event. At no time shall birds or animals be permitted to enter the kitchen.
10. The Hirer shall ensure that procedures are in place at all times to safeguard any children or young people in accordance with the Children's Act 2004. Children under the age of 16 years must be accompanied and supervised by a responsible adult at all times when using the premises.
11. The Hirer shall ensure that no child under twelve years of age is allowed into the kitchen.
12. Medbourne Village Hall committee reserves the right to cancel any booking in the event that the Village Hall is required for any use the Medbourne Village Hall committee (in its sole discretion) deems to be exceptional, including but not limited to use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer will be entitled to a full refund of the amount paid to Medbourne Village Hall as shown on the above Booking Form.
13. In the event of the premises being rendered unfit for the use for which it has been hired, Medbourne Parish Council and the Medbourne Village Hall committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
14. The Hirer shall ensure that the 'No Smoking' policy in the Village Hall is upheld at all times. Anyone wishing to smoke must use the designated area supplied by the hirer and the correct container to collect/extinguish cigarettes/cigars etc. This must be removed and disposed of by the hirer.
15. The Hirer shall ensure that no more than the maximum permitted numbers of people occupy the Village Hall during the event. They are as follows:

Seated at tables: 80

Standing: 120

16. If the hall is extended by adding a marquee, the maximum number of people permitted is as specified by the approved marquee supplier.
17. The use of fireworks and candles anywhere on the premises including the Parish Park and car park is strictly forbidden unless prior agreement is given by the Medbourne Village Hall committee.
18. The Hirer shall ensure that the event finishes promptly by the time as stated on the Booking Form above. The Hirer shall have up to one hour after this time to clean and tidy up and vacate the premises. The Hirer shall ensure that for events held in the evening, the hall is vacated before midnight unless prior agreement is given by the Medbourne Village Hall committee.
19. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed, and any contents temporarily removed from their usual positions properly replaced otherwise the Medbourne Village Hall committee will be at liberty to make an additional charge.
20. The hire charge is not refundable if the Hirer or the organisation which they represent cancels the booking.
21. The Hirer shall ensure compliance with the terms and conditions of the Premises Licence granted by Harborough District Council, at all times during the period of hire.
22. This Hiring Agreement constitutes permission only to use the premises and facilities as agreed and confers no tenancy or other right of occupation on the Hirer.

PLEASE REMOVE ALL RUBBISH FROM THE VILLAGE HALL AND GROUNDS.

By signing the Booking Form the Hirer acknowledges an understanding of the Standard Conditions of Hire that form part of the Hiring Agreement, and agrees to perform the provisions and stipulations contained or referred to in these Standard Conditions of Hire.

DATA PROTECTION AND PRIVACY POLICY

Data submitted on this booking form will be retained until all outstanding fees are paid and for one month after the event in case queries arise. Thereafter hard copies will be destroyed, and digital files deleted from our records.

Personal data will not be passed to any third party unless at the express written request of the hirer.