

Bill Grindley
Totley House, 1 High Street, Overton, Wrexham, LL13 0DT

Tel: 07563 826 271 | www.overtonvillagehall.co.uk

Registered Charity Number 214788



BOOKING FORM

HIRER'S DETAILS

Name/organisation: _____ Contact name: _____

Contact number: _____ Email: _____

Date(s) required: _____ Time(s) required: _____

Rooms required (please tick): Hall Parish Room Kitchen Garden

Purpose of hire (event): _____

Licensed bar required: YES / NO

Will crockery/cutlery be required? YES / NO

Note: extra charge of £20 will be charged.

Estimated hire fee: _____

CURRENT CHARGES FOR HIRE

Village Hall

Day time rate **£16 per hour (up to 7pm)**

Evening rate **£22 per hour (from 7pm-midnight)**

Large evening functions inclusive of kitchen **£110**

Day time children's parties **3 hours max £35** including set up and clear up.

Coffee mornings **3 hours max £35**

Parish Room

Set charge **£16 per session**

Garden /Kitchen **£35 per session**

BOOKING

Full payment is required at the time of booking an event.

You may pay by cash/cheque, payable to: **OVHMC** or BACS: **TSB 30-93-03 a/c 00043425**

RUBBISH REMOVAL

Hirers are requested to take away any rubbish whenever possible. If there is more rubbish left than will fit into 1 domestic-sized waste bin, an extra **£10** will be charged for disposal.

HIRING CONDITIONS

PLEASE READ AND SIGN OUR HIRING CONDITIONS ON THE NEXT PAGE.

HIRING CONDITIONS

Overton Village Hall Management Committee/Trustees have worked very hard to provide a safe, warm and clean facility suitable to accommodate a wide range of hirers but there are conditions of booking that must be noted and accepted by the Temporary Responsible Person(TRP). This is the person who signs the booking form.

- The Maximum number of persons in the Hall is 200.
- Proof of payment will secure your booking.
- Please familiarise yourself with the location of the emergency exits.
- Please familiarise yourself with the location of the push button fire alarms and what action to take if the fire alarm sounds.
- As TRP you are personally responsible for the number of persons/children in the Hall, Parish Room, garden and their overall safety/behaviour whilst attending your function.
- The Hall holds a current entertainment/PRS licence. Entertainment/music must end at 11:30pm and premises vacated by 12:30am.
- All alcohol sales are with prior arrangement with a nominated, named, Licensee.
- The committee reserves the right to levy an extra charge for damage or extra cleaning after an event.
- An extra charge of £35 will be payable for the caretaker/locking up after 12:30am.
- Any portable electrical goods/equipment brought on to the premises must be PAT tested by the owner before connecting to the Village Hall electrical supply.
- Any equipment brought on to the premises is at the hirer/owner's risk.
- The Kitchen is not registered with the Food Standards Agency (FSA) as a food preparation area, but we do provide a fridge, microwave and range cooker for your own use. If you, the hirer, wants to prepare food you must meet basic hygiene standards that apply. We are not insured for the frying or deep fat frying of any foodstuffs.
- The backstage area is "Out of Bounds" and does not form any part of this hire agreement. Access is by prior agreement only.
- The garden area can now be hired. It has been fenced but adult supervision is expected. All conditions apply equally to the lawned area with additional respect for our neighbours. No events after 9:30pm
- BBQ's must be supervised and the hirer must have water and a fire extinguisher to hand.
- The Hall carries Public Liability insurance to cover all normal risks but Discos/owners of bouncy castles/face painting or other unusual activities must carry their own Public Liability Insurance.
- Plastic/polypropylene/polycarbonate glasses must be used to serve drinks as the building is a multi use community hall.
- Hirers are responsible for familiarising themselves with the location of all fire exits and alarms. Also where the fire extinguishers are located.
- All fire exits must be kept clear at all times
- Fire doors must not be wedged open.
- Hirers must conduct their own risk assessment and evacuation procedure for the event. In the case of an emergency the hirer must contact the emergency services by dialing 999.
- The front tarmac area directly outside the main doors must be kept clear of vehicles to enable access and egress of people with disabilities and the Emergency Services.

DECLARATIONS:

I have read and understood the booking conditions (tick box).

I have read the Fire Safety Notice attached to the booking form (tick box).

I understand that I am the Temporary Responsible Person during the period of the booking (tick box).

Print name:

Signed by Hirer:

Date:

Print name:

Signed by OVHMC

Date: