



# Whitford Village Hall

Registered Charity No: 1082956

## Hire Agreement and Booking Form

The Bookings Secretary operates a 'First come first served' policy on bookings, so it is important that you complete and sign this form to secure your preferred date(s), time(s) and room(s) within the hall. The Booking Secretary will aim to be as helpful and flexible as possible on bookings, but without your signature your booking will not have priority over another potential hirer. Do not assume that simply requesting a booking saves the space for you indefinitely.

**Your booking is not guaranteed until the Bookings Secretary has your signed form.**

This Hire Agreement and Booking Form is a contract between Whitford Village Hall Trustees and you/your organisation for hire of some or all of Whitford Village Hall, for a specified time.

If you would like further information to help with completing this form, please email:

[bookings@whitfordvillagehall.org](mailto:bookings@whitfordvillagehall.org)

Trustees of Whitford Village Hall aim to create a safe and welcoming atmosphere for everyone. They are committed to taking positive action to combat direct and indirect discrimination in the management of the organisation, employment policy, relationships with other bodies and the services provided by Whitford Village Hall to the community, community organisations and individuals.

**This Hire Agreement and Booking Form is accompanied by Terms and Conditions of Hire and by a Whitford Village Hall Information Pack. Please read all this information carefully. Your signature on the Hire Agreement and Booking Form will be taken to mean that you have read the information provided and agree to be bound by the Terms and Conditions of Hire.**

The Hirer agrees to comply with the Standard Conditions on this Hire Agreement and Booking Form and in the Terms and Conditions of Hire, plus any additional conditions imposed under the premises licence or that the Whitford Village Hall Trustees deem necessary. Any variation from these Standard Conditions must be agreed in writing between Whitford Village Hall and the hirer.

### Parties entering this agreement.

|                |                                   |
|----------------|-----------------------------------|
| <b>Parties</b> | 1) Whitford Village Hall Trustees |
|                | 2)                                |



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## Whitford Village Hall details

|    |                           |  |
|----|---------------------------|--|
| a) | Organisation              | Whitford Village Hall  |
| b) | Registered Charity Number | 1082956  |
| c) | Authorised representative |  |
|    | Address                   |  |
|    | Telephone number          |  |
|    | Email address             | <a href="mailto:bookings@whitfordvillagehall.org">bookings@whitfordvillagehall.org</a> |

## Hirer details

|    |  |  |
|----|--|--|
| a) | Name of organiser                              |  |
| b) | Organisation                                   |  |
| c) | Authorised representative of your organisation |  |
| d) | Address  |  |
| e) | Telephone number                               |  |
| f) | Email address                                  |  |

### Business Hire: Please confirm you have the following:-

1. A public liabilities insurance policy that covers the dates of your event. Blank ▾
2. A safeguarding policy if you are working with children or vulnerable adults. Blank ▾
3. Current Food Hygiene Certificate or Food registration details Blank ▾

### Non Business: If you are holding an event that includes stall holders or commercial caterers please confirm the following:-

1. All stall holders must have their own current Public liability insurance Blank ▾
2. Current Food Hygiene Certificates of Food registration details Blank ▾

## The Agreement

**Whitford Village Hall agrees to permit the hirer to use the premises only as agreed below and for the purposes agreed below, for the dates and times agreed below and for the prices listed below.**

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

- **Main Hall - not to exceed 75 people. Coronation Room - not to exceed 20 people .**

## Description of event

|   |         |
|---|---------|
| This will be a public/private event?  | Blank ▾ |
| Brief description of Event / Hire   |         |
| What group/ organisation is your event fundraising for?<br>(If you are raising money for Whitford Village Hall, please talk to the booking secretary or Events Group) |         |

## Will food be served at the event?

Blank ▾

If **yes** please ensure that you observe Food Safety Regulations.

If catering is to be provided by a professional caterer, please provide the Bookings Secretary with their Food Registration Details.

## Do you intend to sell or serve alcohol at your event?

Blank ▾

If **yes** please discuss this with the Bookings Secretary, who will help with the appropriate licences, organisation, and costs.

## Requested date(s) and time(s) of hire (please include setting up & clearing away times. Hire costs are calculated on a 'key in', 'key out' basis.)

Day (s) of the week required. Please select your preferred options

|                |                 |                |                  |                |                |                |
|----------------|-----------------|----------------|------------------|----------------|----------------|----------------|
| Mon<br>Blank ▾ | Tues<br>Blank ▾ | Wed<br>Blank ▾ | Thurs<br>Blank ▾ | Fri<br>Blank ▾ | Sat<br>Blank ▾ | Sun<br>Blank ▾ |
|----------------|-----------------|----------------|------------------|----------------|----------------|----------------|

|                     |  |       |
|---------------------|--|-------|
| Blank ▾ Single date | Begin hire on:                           | Date: |
| Blank ▾ Monthly     | Last date of hire:                       | Date: |
| Blank ▾ Weekly      | Start time <b>including</b> set up:      |       |
| Blank ▾ Biweekly    | End time <b>including</b> clearing away: |       |
| Blank ▾ Other       | Total number of hours per session:       |       |

If other, please provide a list of dates and times the hall will be required. This can be by email (bookings@whitfordvillagehall.org) or on paper to the Bookings Secretary. All bookings must be confirmed in writing either by email or as a paper copy.

Whitford Village Hall has the following items available for hire: piano, snooker table, table tennis table, indoor and outdoor skittles. Please ask the Bookings Secretary (bookings@whitfordvillagehall.org) for availability and prices.

Storage of equipment can be arranged, but Whitford Village Hall cannot accept liability for loss or damage of equipment. Please ask the Bookings Secretary (bookings@whitfordvillagehall.org) for availability and prices.

## Requested room(s) and other items to hire.

The Bookings Secretary will issue an invoice once all items for hire have been established. Payments should be made at least one week before the date of the event; payment details will be found on the invoice. See page below for more details on hire costs.

| Room                      | Cost     | Hire    | Purpose  |
|---------------------------|----------|---------|--|
| Coronation Room           | £ 5/h    | Blank ▾ |  |
| Main Hall                 | £ 10/h   | Blank ▾ |  |
| Kitchen (cold meal )      | £ 10     | Blank ▾ |  |
| Kitchen (hot snack meals) | £ 21.50  | Blank ▾ |  |
| Kitchen (hot meal)        | £ 30     | Blank ▾ |  |
| Bar Facilities            | Variable | Blank ▾ | Please request further information from the Bookings Secretary |
| Hire of Hall Equipment    | Variable | Blank ▾ | Please discuss with the Bookings Secretary                     |
| Storage                   | Variable | Blank ▾ | Please discuss with the Bookings Secretary                     |

## Hall hire costs from April 2023

If you are uncertain which room will suit your needs, please see the plan of Whitford Village Hall that is included in the Whitford Village Hall Information Pack. You can also talk to the Bookings Secretary.

Whitford Village Hall has a responsibility to the entire community to manage its finances so that the hall is maintained and run for the benefit of everyone. Electricity costs have risen steeply and are projected to remain high for 2023. Regrettably, this means that the hall has had to review its hire costs in the light of spiralling costs. Electricity charges will be reviewed on an ongoing basis.

To help with financial decisions about your event, a budget sheet is provided in the Whitford Village Hall Information Pack. This is to help you to calculate the amount that your event is likely to cost you. It is for your information only. You do not have to submit it to Whitford Village Hall.

### Hire of the Coronation Room: **£5 per hour**

- Includes use of electrical heating, hot water, and use of the kitchen for tea and coffee and hot snacks (microwave only) for up to **19** people. For **20** people or more there will be an additional kitchen charge if the kitchen is used for a cold meal, a hot snack meal or a hot meal/banquet (see below).
- The chargeable period of hire includes time taken for setup, the activity and clearing up.

### Hire of the main hall: **£10 per hour**

- Includes use of electrical heating, hot water, and use of the kitchen for tea and coffee and snacks (microwave only for hot snacks) for up to **19** people. For **20** people or more there will be an additional kitchen charge if the kitchen is used for a cold meal, a hot snack meal or a hot meal/banquet (see below).



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- The chargeable period of hire includes time taken for setup, the activity and clearing up.
- **Hire of the kitchen (COLD meal and teas/coffee): £10**
- This kitchen hire charge is a single fixed charge **IN ADDITION** to the hire charge for the main hall and/or Coronation Room.
- The chargeable period of hire includes time taken for setup, the activity and clearing up.
- **Hire of the kitchen (HOT SNACK MEALS using microwave, oven and/or hobs for 20 people or more): £21.50**
- This kitchen hire charge is a single fixed charge **IN ADDITION** to the hire charge for the main hall and/or Coronation Room.
- Hot snack meals include things like bacon rolls, burgers and chicken and chips.
- The chargeable period of hire includes time taken for setup, the activity and clearing up.
- **Hire of the kitchen (HOT meal/banquet): £30**
- This kitchen hire charge is a single fixed charge **IN ADDITION** to the hire charge for the main hall and/or Coronation Room.
- A hot meal or banquet includes a meal or buffet cooked from scratch or has more than one course prepared in the kitchen.
- The chargeable period of hire includes time taken for setup, the activity and clearing up.

## Signature of agreement

By signing this document, you are agreeing to abide by the terms outlined in this document (Hire Agreement and Booking Form) and the Terms and Conditions of Hire. This agreement is between Whitford Village Hall and the person who signs this form below. (Please note that signatures do not need to be witnessed.)

Signed by the **Bookings Secretary**, duly authorised, on behalf of Whitford Village Hall Trustees.

|                                     |
|-------------------------------------|
| Signature of Whitford Village Hall: |
|-------------------------------------|

Signed by the **Organiser of the Event** described above, or the person authorised to sign on behalf of the organisation running the event.

|                  |                 |
|------------------|-----------------|
| <b>Signature</b> | Signature here: |
| <b>Date</b>      | Date here:      |

Don't forget to return your completed Hire Agreement and Booking Form to the Whitford Village Hall Booking Secretary well in advance of your event.