

Kingston Lisle Village Hall Hiring Information and Booking Form

1. The hall may only be booked for a whole day at a cost of £20, payable in advance.
2. A deposit of £100 will also be required in advance. This will go towards electricity costs (about £12 an hour if all lights and heaters are on), any necessary post event cleaning costs (as considered necessary by the Parish Council) and any breakages.
3. Bank Details for transfer of your payment: Kingston Lisle Parish Council, 30-99-11, 00165011. Please use the date of your event as reference in the format 19SEP22
4. If the deposit does not fully cover the above-mentioned costs, the hirer will be invoiced further as required.
5. A Parish representative will meet with the hirer before and after the hire to confirm electricity readings and assess the state of the hall.
6. The deposit, or part of it, will be returned after the event once any charges for electricity, cleaning and breakages have been deducted.
7. Cancellation charges may be applied at 50% within 30 days of a booking and 100% within 7 days.
8. A key for the kitchen door is kept in the key safe on our neighbour's garage wall opposite the east door of the hall. The key must be returned to the safe and the weatherproof cover closed. The other external doors can be opened from inside the building. A key code will be provided once full payment for the booking has been made.
9. You may park on the grassed area behind the hall unless the ground is wet. Street parking is unrestricted, but please ensure you do not block our neighbours' access.
10. There should be at least one responsible adult present throughout the booking for every 10 people under the age of 18. We cannot accommodate any "teenage" parties.
11. In consideration of our neighbours, all events should finish by midnight. After 10:30pm no noise should be made outside of the building and doors should be kept closed to minimise disruption.
12. All areas of the hall, including the toilets must be left clean and tidy. Cleaning materials are available. There is an immersion heater for hot water.
13. The fridge should be emptied, switched off and the door left open.
14. All rubbish should be removed from the premises.

15. Electricity should be switched off at panels in the kitchen, except for panel heaters in the toilets (clearly labelled “leave on”). There is a timed switch for the outside lights which can be activated if you are leaving the building in the dark.
16. Please notify us as soon as possible about any breakages or problems with the building. You can either email kingston.lisle.pc@gmail.com or contact the person who confirmed your booking.
17. Please provide contact details when making the booking.

I have read the hiring information sheet and acknowledge that I will be liable for any electricity costs, cleaning costs or breakages that occur during my booking, and that these will be deducted from my deposit in the first instance, with any additional charges being invoiced and payable within 7 days.

Name			
Address			
Telephone			
Email			
Booking date			
Bank details (for return of deposit)			
Signature		Date	

Both pages of this form should be scanned and returned to kingston.lisle.pc@gmail.com or handed to the councillor who has arranged your booking.