

Standard Booking Form



Long Clawson
Village Hall &
Recreation Ground
Limited
**Registered Charity
No. 1096772**

Long Clawson Village Hall, Back Lane, LONG CLAWSON, Leicestershire. LE14 4NA

Hirer's Contact Details: Please write CLEARLY - An email address MUST be provided and will be used for invoicing

Name:	Address :
Phone:	
Mobile:	
Email:	

Purpose of hire and number of people attending:

_____ Adults: _____ Children: _____

Date Required: _____ Room / facilities required (Please circle if required): Main Hall / Lounge / Kitchen V Hall Run Bar Required? <div style="text-align: center;"> YES NO </div>	Times for function: Access time: _____ Start of function: _____ Finish of function: _____ Vacate time: _____ Bar start time: _____ Bar finish time: _____
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Rates will be reviewed annually on 1st June. A 10% discount is offered to Long Clawson residents.

	Main Hall	Lounge	Kitchen	Bar
Maximum capacity	200 seated or 300 standing	50 seated or 80 standing	Min charge £20.00	20 seated or 40 standing
Mon - Friday	08.00 – 18.00 £17.50 per hour	08.00 – 18.00 £13.25 per hour	£10.00 per hour (min Charge £20)	£40.00 towards cost of licence for Village Hall run bar
Mon - Thurs	18.00 – 23.00 £21.50 per hour	18.00 – 23.00 £14.50 per hour		
Friday (from 18.00), Saturday, Sunday & Bank Holidays	£25.00 per hour	£17.50 per hour	£10.00 per hour	As above
Children's Party Rate	£90 (for 3 hours to include kitchen use)			

A deposit of £150 is required at the time of booking if total hire cost is more than £150. Full payment is required at the time of booking if:

- an event is booked less than 6 weeks before the event date.
- total hire cost is less than £150.

Terms of hire

- Please note, hall hire is charged from access time to vacate time.
- A deposit of £150 will be required for larger private functions. This is payable at the time of booking. The deposit will be returned direct to your bank account within 14 working days of the hire date if Terms of Hire have been adhered to and no damage to the facilities has occurred during hire or additional cleaning costs incurred. Any proposed deductions will be evidenced and discussed with you before they are made. Should a dispute arise, this will be discussed at the next timetabled Management meeting and the hirer notified of the outcome. If the booking is cancelled within 12 months of the hire date then the deposit becomes non-refundable.
- **Hire fees are payable in advance of key collection, on receipt of an invoice (sent approximately 6 weeks before the event date).**
- On leaving please check that all lights are switched off, not forgetting all the toilets and there is no one left on the premises. **All doors and windows must be locked and keys returned as per arrangements made.**
- Glasses, crockery and cutlery must be cleaned and put away as found and **tables and chairs cleaned and stacked neatly as specified in the storeroom.** Champagne/wine glasses for tables need to be arranged by hirer unless a village hall bar is booked. The hall should be left in the state you found it.
- The hall is charged for refuse/recycling collection at the rate of £5 per wheelie bin. The committee therefore reserves the right to charge at our discretion a fee for any rubbish including recycling that is not removed from the premises. This will be deducted from the deposit. Please ensure all recycling is done using the correct coloured bins.
- Property brought into the Hall by the Hirer is at the Hirer's own risk and must be removed at the end of the function. Due to shortage of storage space no equipment etc. is to be left in the Village Hall without agreement from the committee.
- Nothing is to be attached to the walls by any means. Please use the wooden rail and hooks provided.
- The Committee reserves the right to refuse admission.
- The caretaker or duly authorised members of the Committee may enter the Hall officially at any function.
- **No** intoxicants may be brought into the Hall without the permission of the Village Hall Committee. If intoxicants are to be sold, it is the duty of the hirer to check with the Booking Secretary that a licence is in place before the event.
- In line with government legislation, from 1st July 2007 smoking is banned in all areas of the Village Hall building. No Vaping is allowed in all areas of the Village Hall building.
- Hirers are asked to ensure, during and after a function, that the minimum amount of disturbance takes place outside the Hall.
- It is a condition of our licence that **amplified music** shall be no louder than the background level of noise at the boundary of neighbouring residential properties and is to be **inaudible** at the boundary of neighbouring properties **after 23:00 hours**.
- It is a condition that **all external doors and windows must be kept closed** in all rooms when events involving amplified music or speech are taking place, other than for access or egress.
- It is also a condition that **no fireworks/firework displays** take place within the boundaries of LCVH and Recreation Ground.
- The Hirer is responsible for putting in place appropriate insurance, including but not limited to Public Liability Insurance.
- All statutory or local regulations and rules for public safety must be strictly observed by hirers. Fire safety equipment must not be misused or removed from its designated location except in use. Copies of the Health & Safety Policy and Fire Risk Assessment are available to view in the foyer and must be read by hirers. A First Aid Kit and Accident Book are situated in the kitchen. Any accident or near miss that occurs in the hall or Recreation Ground must be reported to the Chair or Booking Secretary and reported in the Accident book so we can ensure safe operation at all times.
- Please note that Melton Borough Council rules state that all functions must have finished by and the hall be vacated by 11:00pm Sunday to Thursday, and 1.00am on Friday and Saturday. Licensing hours for Long Clawson Village Hall stipulate that music, dancing and the sale of alcohol must finish by 10.30pm Sunday to Thursday and 12.00midnight on Friday and Saturday.
- Any two members of the Committee have the power to halt any function without notice if the above rules are abused.

I agree to pay a deposit of £150 or pay in full if the hire cost is less than £150 (by bank transfer Sort Code: **40.32.14** Account Number **51500872** Long Clawson Village Hall, please put your name as reference and email confirmation of payment to: bookings@longclawsonvillagehall.co.uk, or by Cheque payable to 'Long Clawson Village Hall' please).

I have read and agree to the terms of hire.

Signed..... PRINT NAME..... Date.....

Booking forms and enquiries to:

Faith Howden, Dovecote Paddocks, 39 East End, Long Clawson, Leicestershire.
LE14 4NG

Tel: **07391 518217** email: **bookings@longclawsonvillagehall.co.uk**

For Village Hall use only		
Deposit paid	Balance paid	
Notes on booking		

Hirer to retain one copy of the booking form