

**VH Event
Booking
Form**



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

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

Event Organiser's Contact Details: Please write CLEARLY - An email address MUST be provided

Name:	Address :
Phone:	
Mobile:	
Email:	

Type of Event and estimated number of people attending:

<p>Date Required: _____</p> <p>Room / facilities required (please circle which rooms are required):</p> <p>Main Hall / Lounge / Kitchen</p> <p>V Hall Run Bar Required? (Delete as appropriate):</p> <p style="text-align: center;">YES NO</p> <p>Please list any other facilities/equipment required e.g. PA system, screen/projector etc</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;">Times for function:</p> <p>Access time: Start of function:</p> <p>Finish of function: Vacate time:</p> <p>Bar start time: Bar finish time:</p> <p>Please tick arrangements for sourcing bar volunteers:</p> <p><input type="checkbox"/> event organiser to source bar volunteers</p> <p><input type="checkbox"/> VH committee to source bar volunteers</p>
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	Main Hall	Lounge	Kitchen	Bar
Maximum capacity	200 seated or 300 standing	50 seated or 80 standing		20 seated or 40 standing

Terms of hire:

- 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 put away as found and **tables and chairs cleaned and stacked neatly as specified in the store room.**
- Please ensure all recycling is done using the coloured bins in car park.
- 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.
- 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 also 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.
- 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 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: **longclawsonvillagehall@gmail.com**

For Village Hall use only

Notes on booking

Hirer to retain one copy of the booking form