

Event/Party Booking Form for Marshfield Village Hall

Name of Hirer.....

Address.....

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Tel No.....

Email.....

Date required.....

Type of event.....

Time required: from to

Estimated number attending.....

Any further relevant information, e.g. use of bouncy castles, discos, entertainers etc.

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I, the Hirer, have read and agree to the Conditions of Hire on the following pages.

Name: Signature: Date:

Fees

The cost of hiring the hall for a party/event is £45 for a 4 hour slot. Any extra hours needed are charged at a cost of £10 per hour.

All bookings are provisional until payment and the completed booking form have been received. Full payment must be made to the Booking Secretary at least 14 days prior to the date of hire.

Where possible we would prefer fees paid by direct transfer into the Marshfield Village Hall account.

Bank: CAF bank

Account name: Marshfield Village Hall

Account number: 00027963

Sort code: 40-52-40

If this is not possible, please deliver either cheque (made payable to **Marshfield Village Hall**)/cash with the completed booking form to the Booking secretary.

Rebecca Jones

173 Mallards Reach, Marshfield Cardiff CF3 2NL

Tel: 07986076870 / 01633 681094

Collection and return of keys to be arranged with the Booking Secretary in the week leading up to the party/event.

Terms and Conditions of Hire

Please take care of yourself and facilities while you are using it. The following is a list of rules we request you abide to:

- The hall's opening hours are between 9am and 9pm 7 days a week.
- Admittance into the hall is only permitted within the hired hours and the hall must be vacated at the end of this time.
- The hirer is considered to be the person who made the booking and is responsible for the hall and its contents during the time period hired. Any costs incurred by the management committee resulting from non-compliance with these conditions will be charged to the hirer. It is also the hirer's responsibility to conduct a risk assessment prior to use to ensure the floor is dry, the hall is suitable for the intended hire purpose and he/she is familiar with fire exits/location of extinguishers/blankets.
- Any cancellations must be made via email: bookings@marshfieldvillagehall.org.uk at least a fortnight before the date for full refund.
- The hirer will be liable for a charge of £50 charge as a contribution towards replacement lock for loss of keys.
- For events wishing to serve alcohol, the hirer will need to contact Newport County council to obtain a temporary alcohol licence as the hall does not have one. We do have licence for music and dancing within regular hall opening hours (up until 9pm).
- Please feel free to use the kitchen, crockery and electrical items but ensure it is all washed, dried and put away ready for the next user. Please unplug all appliances.
- The hall provides tables and chairs to use but please make sure they are wiped clean and tidied away appropriately in the store cupboard.
- The hall does have a cleaner but she does not come daily so please sweep the hall (mop if necessary – broom/mop to be found in broom-cupboard by front door) and remove all your rubbish from the premises at the end of your event. Do not leave any perishables.
- Please remove all your belongings at the end of your event.
- The car park is free for all users. It is often used by more than one group at any time so please park sensibly. It is not monitored so parking is at the owner's risk.
- Please report any damages to the bookings officer. If repairs are needed it is likely the hirer will be liable to pay for them.
- Heating and external lights are controlled by preset timer off site so any tampering will result in their malfunction. PLEASE DO NOT TRY TO OVERRIDE THESE CONTROLS.
- The hall is strictly non-smoking in all areas.
- THE USE OF FIREWORKS ON THE PREMISES IS FORBIDDEN.
- Please do not store chemicals/hazardous materials in the hall.
- Do not obstruct fire exits at any time. In the event of a fire, leave the hall immediately. It is the hirer's responsibility to ensure everyone has vacated the building via the fire exits, assembling in the carpark. Please ring 999 straight away. In the event you/someone's path to their fire escape is blocked there are fire extinguishers/blankets to be used if necessary.
- There is a first aid kit (in meeting room by computer) and defibrillator on site (external wall by entrance) for use in an emergency.
- All electrical appliances are tested annually under PAT regulations but if you observe any faults, please report them to the bookings officer.
- Finally, on leaving the hall please turn off all internal lights, unplug electrical appliances and shut internal doors. Please set the alarm and leave the door locked. Return the key to the bookings officer as soon as possible.