**GUILSBOROUGH VILLAGE HALL**

**BOOKING FORM**

Thank you for your request to hire the Guilsborough Village Hall. Please complete the form below return it to our Bookings Secretary at the address at the end of the form. If you have any queries please do give us a call or text on 07342 382706.

**A £20 deposit is required to confirm your booking. Full payment is required four weeks prior to the event.** This should be done online if possible (bank details below) or may be made by cheque (payable to Guilsborough Village Hall) or by cash.

The hall key is kept in the key safe in the front porch of the hall. You will be given the code to the key safe once the booking has been confirmed and deposit provided. You must replace the keys in the key safe as you leave the hall.

Any cleaning costs incurred as a result of the hall being left in an unsuitable condition will be invoiced to the hirer at £25/hr, as will the cost of replacement hall keys if these are not replaced by you in the key safe at the end of your hire period.

**Booking rates for rooms from 1st August 2022**

Small Hall - £15.00 per hour

Main hall / whole Village Hall - £20.00 per hour

Booking rates include all electricity / heating

Guilsborough Village Hall has a license for the sale of beer and wine. The additional cost to use this for your event is £25. Conditions apply and use is subject to approval by the Village Hall Management Committee. Please indicate if you require an alcohol license.

Regular users who block book the hall over a period of weeks may be entitled to discounted rates and an account that offers monthly invoicing covering hall hire used during the previous month. This option can be discussed with the Bookings Secretary.

**Hall equipment**

The hall has a well equipped kitchen plus some decorations for the hall including tablecloths and vases. The hall has ladders which are kept locked, but you are welcome to use them subject to you receiving formal advice on their correct use. If you would like to make use of the hall’s equipment or decorations, please discuss this in good time with the Bookings Secretary.

**Terms & Conditions of Hire**

The Terms & Conditions for hiring the hall are provided on the Guilsborough Village Hall web site. This forms part of the contract with you and it is your responsibility to ensure that you are familiar with them. In order to keep our costs down, we must ask all hirers to leave the hall in the same state as they found it. It is a condition of hiring that the hall is left clean and tidy and that all breakages are reported.

**Insurance**

The Village Hall carries insurance but if you are a formal organisation planning an event or a commercial hirer then you will need your own insurance. Confirmation of your insurance is asked for on the booking form.

**Covid 19 risk assessments and special terms and conditions**

As part of the Government’s requirements for reopening the Village Hall, we have undertaken a Risk Assessment for the hall which is regularly updated. The latest version is on the web site.

You are strongly advised to undertake your own risk assessment when planning your activity, and the web site has a form for you to complete. The Village Hall Management Committee does not need to see a copy of your completed form, but you should keep a copy for yourself.

There are supplementary Terms and Conditions for the hire of the hall in order to keep everyone safe. These place the onus on you as a hirer to abide by the regulations in force at the time, such as keeping a record of those attending and a commitment to undertake the necessary cleaning before and after use.

**Bank details.** Payment can be made to:

Account name: Guilsborough Village Hall

Sort code: 20-73-48

Account number: 43217787

For our reference please enter the surname of the person who made the booking so that we can identify your payment in our account.

**What happens next?** Please respond using this form.

We will then advise you of the cost to hire and what payment we require from you to secure your booking.

|  |  |  |  |
| --- | --- | --- | --- |
| Hirer’s Full Name |  | | |
| Organisation name / type of event e.g. wedding, party, society meeting |  | | |
| Hirer’s address |  | | |
| Telephone number |  | | |
| Mobile number |  | | |
| Email address |  | | |
| Date of reservation | |  | |
| Required times  (Note: this needs to include all setting up time prior to your event and cleaning up time afterwards) | |  | |
| Room required or whole hall | |  | |
| Alcohol licence  Please tick if required | |  | |
| Insurance  If you are a company or organisation planning an event or this booking is commercial, you will require your own insurance. Please tick as relevant. | | | |
| I/we have relevant insurance which will be current at the time of the event | | |  |
| I /we do not have relevant insurance but this will be in place before the event | | |  |
| I/we will be using the hall for a private booking or I/we do not have insurance | | |  |

**Send this form to:**

Sue Needham

3 The Poplars, Guilsborough, Northants, NN6 8PS

[info@guilsboroughvh.uk](mailto:info@guilsboroughvh.uk)

Mobile No. 07342 382706