

BIRSTALL PARISH COUNCIL

Council Offices, Birstall Road, Birstall, Leicester, LE4 4DH
 Tel: 0116 267 6191 Email: enquiries@birstallpc.org.uk

Hallam Fields Hall Booking Form

Today's Date:	
Booking Name:	
Address:	
Tel No:	
Email:	
Date Of Hire:	
Time From/To (including set up/clear up time)	
Event Type	
Signature of Hirer: (I have read and agree to all terms and conditions of hire)	
Refundable Deposit Bank Transfer (please provide details)	Name: Sort Code: Account No:

HALL MEASUREMENTS: WIDTH 10.25M LENGTH 11.3M HEIGHT 3.15M (DESCEND) 2.43M

The hall holds 60 (insurance limit is 60 max)

KITCHEN FACILITIES: Electric Oven, Induction Hob, 2 x Kettles

£25 Deposit is required to secure booking, this must be paid within 24 hrs of the invoice being issued or the booking will be cancelled. No provisional bookings are taken.

An additional fee of £10 will be charged for any alterations made to your booking after initial invoice has been issued.

Hire Charges

9am – 6pm - Mon to Fri		£18	Hourly Rate
9am – 6pm – Sat & Sun		£24	Hourly Rate
6pm – 9pm - Mon to Thur		£24	Hourly Rate
6pm – 9pm – Fri, Sat & Sun		£30	Hourly Rate
Projector Hire	Flat Rate	£10	<input type="checkbox"/>
Meeting Room (holds 12 Max.)	Flat Rate	£30	<input type="checkbox"/> Please tick.
	Hourly Rate (same as hall charge)		<input type="checkbox"/> Please tick
Caretaker	Caretaker fee	£10	Per booking

Refundable Deposit

(This is a deposit charge that is held to cover any damage caused by your event. It will be returned once the hall has been checked and a satisfactory caretaker report has been received)

All weekend bookings £250

All weekly bookings £100

(Depending on event type).

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Terms And Conditions of Hire

- In the unlikely event that Birstall Parish Council must cancel your booking due to unforeseen circumstances beyond their control, all monies will be refunded in full.
- Canceling your booking: If you cancel your booking more than two weeks prior to your booking date a full refund will be given excluding the £25 deposit to secure your booking. If you cancel within two weeks of your booking date, then only the refundable deposit will be returned.
- We do not take bookings for: 18th and 21st Birthday parties, Wedding receptions, Pre-Wedding, or Engagement ceremonies.
- Strictly NO: BBQ's, Firepits, Ceremonial Fires or candles are permitted in the hall or any of the outdoor spaces within the vicinity of the hall.
- The Caretaker will be booked to unlock and lock the hall at the times specified on your booking form. If you need extra time to set up and clean the room afterwards, then you need to include this in your hire time. If the room is not vacated on time extra charges will be applied and taken out of your returnable deposit. In extreme circumstances this could result in the loss of your refundable deposit.
- The main entrance doors and inner fire doors must not be propped open under any circumstances, this is a health & Safety breach and can cause damage to the doors and will result in the loss of your refundable deposit.
- Heating is included in your booking and the thermostat for the hall is situated on the back wall to the right of the Fire Exit door.
- Responsibility for the use and safety of electrical equipment (and other equipment specified at the time of booking) that are brought onto the premises rests entirely with the hirer.
- Birstall Parish Council will not be held responsible for any loss, breakage, theft, or damage to items of equipment, etc that are brought onto and/or are left on the premises.
- Hot appliances (including catering equipment) of any kind are not to be brought onto the premises. These may cause damage to work surfaces, floors, etc. which will result in your returnable deposit being retained and additional costs may be incurred depending on the costs of repair.
- NO decorations are to be placed on the walls or the ceiling. NO Henna dyes, NO bubble machines, NO party poppers, NO confetti, NO fireworks, NO smoke/dry ice machines or flares to be used in or outside of the hall.
- Strictly NO Bouncy Castles (ceiling is too low)
- All tables must be cleaned and stacked away at the end of your booking. Chairs are to be re-stacked (no more than 6 high) and placed back in the position that you found them upon arrival.
- It is the responsibility of hirers, not the caretaker, to clean the room after booking and remove all rubbish from site.
- Nappies and wipes must not be put in the sanitary bins or flushed down the toilets. These must be removed site.
- Rubbish bags are not to be left outside of the hall or the surrounding area. In the event of this happening, hirers will be contacted and asked to collect the rubbish bags from the premises before the returnable deposit is returned.
- When playing music or hiring a DJ, Hirers must be mindful that this is a residential area, and we ask you to respect our neighbours regarding acceptable noise levels.

Continued overleaf.....

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- The Hall is NOT a licensed venue. If you intend to sell alcohol, you must inform us at the time of booking. You must also obtain the appropriate licence under the Licensing Act 2003 from the Licensing Authority – Charnwood Borough Council and provide a copy of your licence with your booking form.
 - The Hall is a Non-Smoking area.
 - There is no parking facility with the hall.
 - Flyposting is illegal. If you wish to promote your event, posters will be considered in the office and if appropriate will be posted on the noticeboards around the village.
 - NO dogs allowed, except for guide or assistance dogs.
 - A First Aid kit is located in the kitchen cupboard under the sink.
 - Please be aware that CCTV is in operation inside and outside of the Hall and is monitored 24/7.
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Declaration:

I have read, understood, and I accept full responsibility to ensure that the above Terms & Conditions of Hire are adhered to for the duration of my booking.

Print Name: _____

Signed: _____

Date: ___ / ___ / _____

