Stratford St. Mary Institute Hall Booking Form for Hirers

This booking form must be completed in full, signed by the principal hirer, and returned to the booking secretary at the address below before the booking is confirmed. The associated Terms & Conditions, page two, must be read and accepted as part of the hire agreement. All personal information is confidential and will not be shared with 3rd parties.

|  |  |
| --- | --- |
| Name of Principal Hirer |  |
| Address |  |
|  |  |
|  |  |
|  |  |
| Post Code |  |
| Contact Numbers: |  |
| Home |  |
| Mobile |  |
| Email address |  |

**Booking Fees:**

|  |  |
| --- | --- |
| Morning session – up to midday | £17 - 00 |
| Afternoon session – midday until 5 o’clock | £17 - 00 |
| Evening session – 5 o’clock until midnight | £20 - 00 |
| Afternoon and Evening | £35 - 00 |
| All day | £50 - 00 |

**Booking Details:**

|  |  |
| --- | --- |
| Date of required booking |  |
| Session am, pm, evening, all day |  |
| Consecutive sessions (am plus pm, pm plus evening) |  |

Cheques made out to Stratford St. Mary Village Institute.

Bank Transfer:

A/C Stratford St Mary Village Institute

Sort code 20-22-67

Account No. 90846775

Preferred payment by: Cash Cheque Bank transfer

Cheques and cash paid to, and key collection from:

Ineke Cook, 1 Meadow Cottages, Lower Street, Stratford St Mary, CO7 6JL. (Gravel track left of Swan)

Mobile: 07862647297

I agree to the terms and conditions set by the Institute Hall Management Committee.

Signed: …………………………………………….. (Principal Hirer)

Date: ……………………………………………..

Stratford St. Mary Institute Hall Terms & Conditions for Hirers

Acceptance of the following terms and conditions forms part of the booking process for hirers of the Institute Hall:

* The booking form must be completed in full, signed by the principal hirer, and returned to the booking secretary before the booking can be confirmed.
* Payment of the agreed fee must be made before the booking, either in cash or by cheque when the key is collected, or by bank transfer with the name of the principal hirer as reference. Preference for payment method must be entered on the booking form.
* The principal hirer accepts responsibility for the cleanliness of the hall at the end of the hire period. A selection of cleaning aids is provided for this purpose. The principal hirer will be asked to make good any damage caused by unruly behaviour during the hire period. Fair wear and tear excluded. For some events a refundable deposit may be required at the discretion of the trustees. Deposits will be returned following an inspection of the hall.
* Guidance provided for what we can and cannot recycle must be observed before placing items in the wheelie bins. Please take glass bottles and containers away with you as we cannot recycle these items.
* Tables and chairs used during the hire period must be cleaned thoroughly and returned to the store cupboard at the end of the session. A stacking plan is provided in the cupboard to assist with this task. Please do not leave sellotape or other adhesive tape stuck to the tables.
* The principal hirer must ensure that all windows and doors are secure, and that all the lights, water heaters in the kitchen and toilets are switched off before leaving the hall at the end of the session.
* The front door of the hall must be locked and the key returned to the booking secretary at the address given on the booking form. Putting the key through the letter box is acceptable.
* The booking secretary must be notified of any breakages or difficulties experienced during the hire period, especially potential safety risks.

We try very hard to ensure that the hall is looked after and presentable for all types of events. To help us with this we ask you to observe the following points:

* Hirers must not, in any circumstance; sprinkle saw dust, sand or other aids to dancing on the hall floor.
* Do not use blue tack, sticky tape or other types of adhesive on the walls, ceiling or ceiling support bars. Battens with metal loops are provided at the top of the walls for hanging decorations and bunting etc.
* Tables and chairs should not be dragged across the floor as this will damage the floor varnish.
* Bouncy castles are not allowed in the hall. There is space in the grounds, adjacent to the main hall emergency exit door, which can be used for this purpose. An additional fee will be charged if the compressor is powered from the hall electricity supply. The hirer and guests are responsible for the safety of children using such play equipment.
* Please turn down music between 10:30pm and 7:30am to avoid inconveniencing our neighbours.
* Electrical outlets are provided around the hall to be used for hand-held equipment etc.
* The Management Committee will not be liable for equipment or vehicles brought to site, and will not be responsible for obtaining special licences necessary for particular events.
* Please take care when using the hall and be sure to leave it as you would wish to find it.

Thank you for your cooperation. The Institute Hall management committee.