

ISLIP VILLAGE HALL – CONTINUOUS BOOKING AND AGREEMENT

Charity Number 1107274

Tick the room you require to hire on a weekly basis:

COMMENCING.....UNTIL.....

MAIN HALL (no smoking)	TERRACE ROOM (no smoking)	PARISH ROOM (no smoking)

DAY REQUIRED		
Times required (see note)		
Kitchen Required (see note)		

Name of Hirer:.....

Address:.....

.....

.....

Telephone..... Mobile:..... E-mail.....

A surcharge of £10 will be levied if waste produced exceeds one bin bag equivalent and is not removed by hirer on the night. All bottles, tins and plastics are to be re-cycled. Please note that all functions in the Village Hall must terminate by 1145 pm with music ceasing at 1130 pm and with the Hall vacated and secured by Midnight. (Functions, such as New Year celebrations, will require specific approval by Cherwell District Council and all such events will require the prior approval of the Islip Village Hall Committee at least 12 weeks in advance.) Noise is a highly sensitive issue and Hirers are to minimise its impact on those living nearby; windows and Fire Exit doors on the North side are to be kept closed (except in an emergency) and at least one set of swing doors at the main entrance are to be kept closed. Smoking is confined to the patio area only and is not permitted in the car park; an ash container is provided on the Terrace. The Hirer is to patrol the outside of the building during an event to ensure that noise is being minimised and that attendees are not causing offence to others. At the end of an event the Hirer is to double check that the Hall is left tidy and clean and that access ways and Fire Exits are kept clear of obstructions.

All events that are principally for children aged under 18 years are to be supervised throughout the hiring period by not less than 2 adults. The Terrace is not normally available for hire for children's events.

The Hiring Fee has to be paid at least one month in advance and failure to do this may result in the room being let to someone else.

Cheques payable to ISLIP VILLAGE HALL LTD

Declaration

As Hirer I declare that I have read the standard conditions and rules for hiring, that I will vacate the building by the agreed time and will leave the hired room(s), kitchen and the outside surroundings clean and tidy with all litter etc cleared up, and removed if it exceeds one bin bag equivalent. All access ways and Fire Exits will be confirmed by me as being clear of obstructions. All lights including external ones will be switched off. I accept that failure to do this will result in the loss of some or all of the returnable deposit based upon any additional cleaning costs or electricity used. In addition I accept that any damage caused to the building or its fixtures and fittings will be charged to the Hirer in full.

Signature of Hirer.....

Signed on behalf of Islip Village Hall.....

Date

Note: Times must include setting up and clearing away

The kitchen is available for use by all users of the Hall but if you require its specific or sole use then please indicate

The Terrace area outside is for the use of all hirers and village residents and cannot be reserved

ISLIP VILLAGE HALL BAR BOOKING AND AGREEMENT

Charity Number 1017274

Name of Hirer
Address
.....
Telephone
E mail

Date (s) Reqd
Times for Bar Opening to
Function (eg Wedding Reception, 40th Birthday party etc)
Details.....
Numbers attending.....

A bar booking payment of £50.00, separate from the room hiring fee, for the use of the Bar is required at the time of booking. Cheques are to be made out to Bal Gill.

*The licensing laws require the bar to close at 11.00 pm on weekdays and 10.30 pm on Sundays unless an extension of hours has been agreed by the licensing authorities; this requires **at least 2 months notice**. The fee charged by the licensing authorities for the granting of an extension of the licensing hours is currently **£ 10.00** (but is likely to be increased) to be paid by the hirer at the time of booking. Cheques are to be made payable to **Bal Gill**.*

Payment enclosed

Bar booking fee £ 50.00

Licence extension £ 10.00 (if required)

Total enclosed £..... *Reminder: Cheques payable to Bal Gill*

Date of booking

Queries and further information from the Bar Manager, Bal Gill (01869 331230 / 07553345573)

I agree to abide by the terms and conditions set out above and printed on the reverse of this form.

Signature of hirer

Signed Bal Gill

Date

YOU ARE REMINDED THAT ALL ALCOHOL CONSUMED AT THE FUNCTION MUST BE PURCHASED FROM THE LICENCED BAR OR BY AGREEMENT WITH BAL GILL