

Oakley Village Hall Application for Hire of Facilities

Please complete and sign this form and return it to the Lettings Secretary.

If you have already made a provisional booking then this form should be returned within 7 days to secure the booking. Please keep a copy for your records.

Lettings Secretary
Mr David Cooke
2, Hunts Path, Oakley
Bedford, MK43 7SR
07788 796996
mail2@oakleyvillagehall.org.uk

Event date

Date(s) required	
Times required (to include your set-up time and clearing away time after the event)	

Hirer details

Name of Hirer (hirers must be aged 18 or over)	
Name of organisation (if applicable)	
Hirer contact address	
Phone number	
Email	

Nature of event

Is this a Public event or a Private event?	Public / Private (delete as appropriate)
Approximate number of people at the event For Fire regulation purposes the maximum number of persons in the main hall for a meeting will be 250 standing only. Where tables and chairs are to be erected for a full dinner dance, 100.	
Is a Bouncy Castle (or similar) to be used? If so, please read Terms & Conditions of Hire, clause 23 re insurance liability.	No Bouncy Castle to be used / We have read and comply with Clause 23 of the Terms & Conditions of Hire. (delete as appropriate)

Which of our facilities do you require?

Main Hall and kitchen only Please note that no additional kitchen equipment (eg microwaves or gas burners) can be brought in for use. Please note that tea towels are not supplied.	Yes / No (delete as appropriate)
Committee Room only	Yes / No (delete as appropriate)
Main hall, Kitchen and Committee Room (If bar facilities are required, the Committee room must be booked for this)	Yes / No (delete as appropriate)
Use of display board (sticking photos etc to the walls is not permitted)	Yes / No (delete as appropriate)
Use of microphone and PA system	Yes / No (delete as appropriate)

A diagram of the Hall layout is shown as an annex to the Terms & Conditions of Hire on the website, <http://oakleyvillagehall.org.uk/>

Licences

<p>The Village Hall holds an Entertainment licence. Please indicate if you will be using the Hall for: playing of live or recorded music; dancing; performance of plays or films; sporting events; other similar events.</p>	<p>Yes (refer to Terms & Conditions of Hire, clauses 6-8 for details).</p> <p>No, none of these activities.</p>
<p>Will alcohol be available at your event?</p>	<p>Yes / No (delete as appropriate)</p> <p>If yes, please note that if a bar is required, then under the terms of our licence this must be arranged with our bar manager, Mick Hewitt - call 07883533993</p>

Charges

A schedule of charges for Oakley Residents and Others is attached as an annex to this form. . These are based on an hourly rate using the total usage time booked by you. For any queries or non-standard hirings, please contact the Lettings Secretary, or consult our website <http://oakleyvillagehall.org.uk/> .

Hire

On confirmation, we require a deposit of at least 50% of the cost of the booking. The balance of the fee should be paid at least 14 days before the date of hire.

A Key Deposit of £115.00 by separate cheque is required. This is not banked but held as security against damage etc. and shredded after the event if not required. For teenage parties a key deposit of £250 is required, which will be banked and refunded (see Clause 21 of the Terms & Conditions of Hire).

Payment

Please make cheques payable to "Oakley Village Hall". Confirmation of booking will be issued by email.

Damages

The Committee reserves the right to charge for damage to the hall or breakages. Special cleaning required as the result of an event will also be charged for at cost.

PLEASE LEAVE THE HALL CLEAN & TIDY AT THE END OF YOUR EVENT.
ALL YOUR RUBBISH MUST BE TAKEN AWAY.

Please sign the agreement

I hereby agree that I will ensure that the Hall and its facilities are used with due care and attention, and I accept liability for any damage to the Hall or its contents during my hire

period. Cars will be parked with due care & attention and noise will be kept to a minimum out of courtesy to local residents

PLEASE SEE OUR WEBSITE <http://oakleyvillagehall.org.uk/> FOR THE FULL TERMS AND CONDITIONS OF HIRE WHICH FORM PART OF THIS AGREEMENT.

IF YOU ARE UNABLE TO ACCESS THEM PLEASE ASK THE LETTINGS SECRETARY TO EMAIL YOU A COPY

I confirm that the information in this application to hire the facilities is correct.
I confirm that I have read and agree the Terms and Conditions of hire on the Oakley Village Hall website.

SIGNED (Hirer):

DATE:

Oakley Village Hall uses personal data for the purposes of managing the Hall, its bookings and finances, running events at the Hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Lettings Secretary.

CALCULATE YOUR HIRE CHARGES

Our Lettings Secretary will calculate the charges for your hire of the facilities, but you might find it useful to use this schedule.

		Charge per hour, unless otherwise indicated	
		Oakley residents	Others
Main Hall	Friday and Saturday Evening – 6 pm to midnight	£12.50	£16.00
	All other times	£11.00	£13.50
Small Committee Room	Flat rate at anytime	£6.00	£9.00
Whole Complex	Friday and Saturday Evening - 6 pm to midnight	£18.50	£25.00
	All other times	£17.00	£22.50
	New Years Eve—6 pm—1 am	£150.00	£200.00
Wedding Receptions	9 am – 12.30 a.m. the following day (the whole complex must be hired)	£250.00	£300.00
	3 Hours hire of the hall the previous evening (if available, so book early)	£25.00	£30.00
Extra for use of a Bouncy Castle, or similar	See Clause 23 in Terms & Conditions of Hire	£5.00	£5.00

Date(s) of Hiring

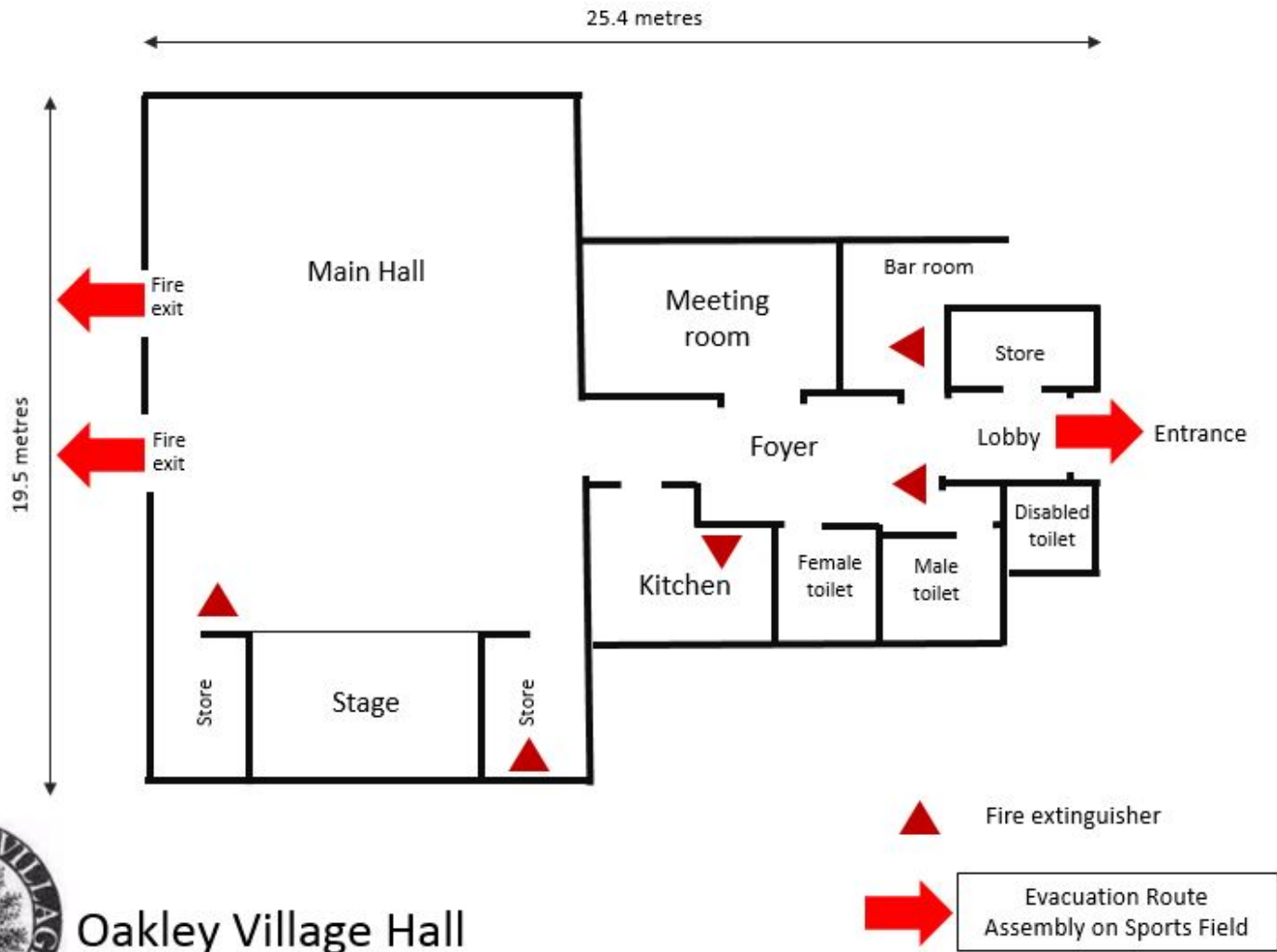
Time of hiring from.....to.....@ £.....Per hour.

Total hiring fee £.....

Less deposit £.....To be paid by/...../.....

Balance of hiring fee £.....

Key Deposit £ TOTAL to be paid at least 14 days prior to the hiring £.....



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