

The Halls at Easter Compton

Charity No. 290501

Web site: eastercompton.org

Main Road, Easter Compton. BS35 5SJ

Celebration Suite Carnival Suite

HIRING APPLICATION

Please return to the Bookings Manager: Mrs L Lucker,
The Fox, Main Road, Easter Compton, Bristol. BS35 5RA. Tel. 07786 035590



Name and Address of Hirer:

Age if under 25:

Tel. No:

Type of function and activities to be held:

18th birthday parties are not accepted; strict conditions for 21st parties will apply.

Date of function,:

Time from (actual time of arrival):

Until:

Suite required: Celebration Suite (front)/Carnival Suite (rear) or both

Is a licensed bar required: Yes/No

Approx. numbers attending:

Maximum per suite 100

It is a statutory requirement of the Licensing Act 2003 – Club Premises Certificate that the Hirer (above) should be at least 21 years of age and should be in charge of and present on the premises at all times when the public are on the premises.

A selection of our charges are listed, however should you wish a quote be provided that is tailored to your specific needs, please contact our Hall Manager to discuss further.

Weekdays, Monday to Friday 9am to 5pm	£104.00
Weekday evenings 6pm to 11pm	£65.00

Should you require access to the halls either side of the times stated, an hourly rate of £13.00 is applicable.

Packages are available for;

Weekend Children's Parties, based on a 4 hr package usage of 1 hall	£45.00
Adult Birthday Parties inclusive of both halls and bar, based on 9 hr hire	£288.00
Christening Parties inclusive of both halls and bar, based on 7 hr hire	£239.00
Wedding inclusive of both halls and bar based on 3 day hire	£500.00

Should you require access to the halls for a longer period of time, an hourly rate of £13.00 will be applicable.

Our fees include thorough cleaning of the halls before and after your use. We are not responsible for removing decorations nor binning rubbish internally or externally. You will need to make arrangements for the removal of excessive debris generated from your function.

If a kitchen is used it must be thoroughly cleaned. Please note that cutlery and crockery are not available.

To be signed by the hirer:

As a condition of hiring a Suite(s) at The Halls, I have read, agree to, and signed the Conditions of Hire, dated November 2008, overleaf. I will ensure that the Hall Safety and Fire Regulations and the Licensing Act 2003 are observed. An adult will accompany children and young adults under 21 on a one-to-one basis. I enclose hiring charge(s) & cleaning fee(s).

Signed:

Date:

Bookings Manager signature:

Date:

Easter Compton Village Hall

Conditions of Hire

Easter Compton Village Hall Committee is a registered charity. Charity No. 29051. The committee members are the trustees. The committee appoints four officers from its members, also a Hall Manager.

Hire of Easter Compton Village Hall (ECVH) or either of its two constituent suites, is subject to ALL of the following conditions and any special conditions arising from the purpose or nature of the hire. No exclusion of any condition can apply unless granted in writing by either the Hall Manager or a committee officer. A series of events shall all be subject to these conditions and to any special conditions.

ECVH may refuse any application without explanation. Any hire may be terminated without recompense if a Condition of Hire is broken, if the Booking Application is materially inaccurate or in the event of a disturbance or bad behaviour which is not immediately controlled by the hirer. The hirer may not sub-let the premises nor use them for any purpose not stated on the Booking Application.

Only the Hall Manager or an officer may accept a booking. A booking is not valid without a prescribed Booking Application duly completed and accepted and any fees paid. **A cancellation fee of up to 50% of the hiring cost may be retained if notice of cancellation is less than 14 days.**

The hirer undertakes to be present throughout the hiring. The hirer undertakes to understand these Conditions of Hire.

The hirer undertakes to ensure that all guests (attendees) comply with these Conditions of Hire and the Law. The Premises Act 2003 applies: its provisions include that alcohol may only be consumed inside the buildings and that the sale or supply of alcohol to minors or to anyone who is drunk is forbidden. No alcohol may be brought onto the premises by any guest or attendee without prior, written permission when corkage will usually be charged

The premises of ECVH are all the buildings, out buildings, the car park and boundaries. The hirer undertakes to ensure that no damage, change or alteration is done to the premises including decorations, nor to any fixtures, fittings and equipment. The hirer shall indemnify the Committee for the cost of repair of any damage or loss caused during or as a result of the hiring to any part of the premises or the contents as above.

Special Conditions will apply for any profit making or commercial hiring because of insurance implications. This may not include a club or group charging its own members for the cost of an event.

Special Conditions will apply to any gaming, betting or lotteries activities because of insurance and licence implications. The maximum numbers for each Suite are 100. These are the maxima permitted by our licence

After an event the hirer undertakes to ensure:

that only normal cleaning is required, that all rubbish is cleared up and binned, that tables and chairs are stacked as they were found (not more than 4 chairs per stack, please and not in front of radiators)

that contents temporarily removed from their usual positions are properly replaced and that all windows are securely fastened, fire doors secured, heating, cooking, electrical apparatus, appliances and lighting switched off before leaving the premises. A clearing up period may be granted on the following morning by arrangement with and at the discretion of the Hall Manager and depending on other bookings. A cleaner can be arranged at modest cost.

that, if no other hire is still in progress, the whole premises have been vacated and the front door locked. An ECVH committee member present may accept this responsibility.

The hirer also undertakes to ensure:

that the use and enjoyment of other parts of ECVH by any other hirer are not disrupted

that all persons using the hired premises in whatever capacity are well behaved and that no excessive noise is made particularly late at night both on the premises and outside in the surrounding area.

that no animals of any kind except guide dogs are brought into the suites without written permission and that no animals whatever enter the kitchens.

that no gas appliances, gas or dangerous inflammable substances are brought onto the premises including the car park.

that any electrical or mechanical appliances brought onto the premises are safe, suitable and not dangerous in use.

that the laws relating to children and vulnerable adults are observed and complied with.

that the laws and regulations relating to food and hygiene are observed and complied with.

that all and any accidents involving injury are reported to ECVH.

Signed by the hirer in acceptance of these Conditions:

February 2013