**Jessie Hughes Village Hall**

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**CONDITIONS OF HIRE OF THE HALL**

**1 Our key objectives in letting this facility are:**

a. To ensure that use of the Hall is for enjoyable functions to be offered to and enjoyed by the local community while respecting the rights and wishes of those living in neighbouring properties.

 b. To ensure that the quality, cleanliness and condition of the hall and its facilities are maintained to a high standard. Those hiring the Hall are expected to clean all areas that have been used and leave the Hall in the condition in which it was found.

 c. Cheshire West and Chester Council refuse to provide recycle bins for Village Halls. Hirers are expected to take recyclable materials away and recycle them from home. Please do not dump recyclable cans, bottles and plastic in our grey bin.

**2 Hours of use**

 The hours of hiring (as requested and shown on the Booking Form) must be strictly adhered to. This includes cleaning-up time.

**3 Music**

 a. Only bands and discos approved by the Jessie Hughes Committee may be hired.

 b. Equipment must be moved in a manner that does not damage to Hall floor.

 c. No enhanced bass from speakers in deference to those living in neighbouring properties.

**4 External areas**

 a. Apart from the main entrance, only the double doors leading to the terrace may be used. The small door (opposite end to terrace) must **NOT** be opened unless in an emergency.

 **ALL DOORS AND WINDOWS MUST BE LOCKED & CHECKED BEFORE LEAVING.**

 b. Users of the facility must NOT encroach onto adjacent land – this includes the road frontage of adjacent houses.

 c. Users must not congregate at the hall entrance or carpark except for ingress/egress.

 d. Bad behaviour, verbal abuse and excessive noise are unacceptable.

**5 Alcohol**

 a. The Hirer is responsible for obtaining the correct licence(s) if alcohol is to be consumed – see Appendix 2 under Terms and Conditions of Hire.

 b. The Hirer is responsible for ensuring that there is no under-aged consumption of alcohol.

**6 Capacity**

 Each event has to be assessed as far as capacity is concerned. The Hall has a finite limit of 100 but has lower limits for certain events or functions (see Appendix 1 “Special Conditions”).

**I agree to all conditions referred to in this page and all following pages: (a £25 deposit is required, in addition to hire charges – returned if all conditions are met)**

**Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACILITY BOOKING FORM – One-Off Booking**

**(see Conditions of Use and separate JHVH Terms and Conditions of Hire – attached)**

**By signing this Facility Booking Form, the Hirer agrees to all conditions of both these documents and the attached “JHVH Terms and Conditions of Hire” and appendices.**

1. **Type of function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Agreed max persons:\_\_\_\_\_\_\_\_\_\_ Age range:\_\_\_\_\_\_ No. of adults required:\_\_\_\_\_\_**
3. **Date required:**
4. **\_\_\_\_\_\_\_\_\_\_day Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Prep. Hours : from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**
6. **Event hours: from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**
7. **Clean up hours : from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**
8. **Rooms Required: (cost includes chairs/tables)**
9. **Hall Y/N**
10. **Kitchen Y/N**
11. **Meeting Room Y/N
 TOTAL: £ \_\_\_\_\_\_\_\_**

 **5 Kitchen Equipment Required:**

* 1. **Crockery (£10) Y/N £\_\_\_\_\_\_\_\_\_\_**
	2. **Cutlery (£20) Y/N £\_\_\_\_\_\_\_\_\_\_**
	3. **Glasses (£20 Y/N £\_\_\_\_\_\_\_\_\_\_**
	4. **All-in charge (£45) Y/N £\_\_\_\_\_\_\_\_\_\_**
	5. **Ovens (£10) Y/N £\_\_\_\_\_\_\_\_\_\_**
1. **Entertainment: (note use of discos previous page)**
	1. **Disco Y/N (settle with DJ)**
	2. **Screen (£5) Y/N \_\_\_\_\_\_\_\_\_\_**
2. **Person Opening up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person Closing up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Charges: £ \_\_\_\_\_\_\_\_\_\_\_\_ Hirer signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Please include your bank details, so that your deposit can be returned if all conditions are met.**

|  |  |
| --- | --- |
| **Sorting code** |  |
| **Account Name** |  |
| **Account Number** |  |

. Registered Charity # 510073