

# Chilton Foliat Village Hall

*Chilton Foliat, Hungerford, Wiltshire, RG17 0TG*

**To secure your booking, please complete the following form and return it with your deposit to the Bookings Officer.**

Payment in full is required no later than 7 days prior to the event, thank you.

Day and Date: .....

Time of booking: From: ..... To: .....

Hirer contact name: .....

Hirer contact address: .....

.....

Contact Tel Day: ..... Evening: .....

Type of Function: .....

Number Attending: .....

Total Hire Cost: £ ..... Deposit required £: .....

Cheques to be made payable to 'Chilton Foliat Village Hall'  
Bank details for BACs payment are available on request

I have read and agree to the Terms and Conditions of Hire as described on pages 2 and 3.

**Signed by Hirer**.....

**Date** .....

**Please note** The village hall does not have its own car park and we ask that you and your guests gain permission from the landlord before parking in the Wheatsheaf pub car park, thank you.

Disabled access to the hall is via the side of the building on the left; disabled toilets and a hearing loop are now in place for your convenience.

Bookings Officer: Caroline Smith  
Tel: 07876 745122

Email: [vh\\_bookings@chiltonfoliat.com](mailto:vh_bookings@chiltonfoliat.com)

### **CONDITIONS OF HIRE – CHILTON FOLIAT VILLAGE HALL**

- 1) Provisional reservations may be made by telephone/email, at least three weeks prior to the date of intended use, and will be confirmed on receipt of the Booking Form and accompanied by the specified non-refundable deposit (20% of the total hire cost).
- 2) The hirer, upon making the booking, is responsible for the whole hire charge. The balance must be paid at least one week prior to the event. In addition to the full cost of the hire, a security deposit to the value of £100 must be provided by the hirer as a surety to cover any costs incurred by the Village Hall Management Committee, or its representatives, to cover costs of damage repairs, cleaning or heating, if left on post event. If the hall is left unsecure (front door unlocked or unbolted, or with fire doors unbolted) the full deposit will be forfeit. Any such penalties will be advised to the Hirer and deducted prior to the deposit being returned to the hirer and in extreme cases a further charge may be levied. The deposit will not be banked unless necessary, in accordance with the above stipulations, and will be returned subsequent to the event and to the hall being checked by the Bookings Officer.
- 3) Heating costs are included in the hire fee for the duration of your event, but not outside the booked time (see above)
- 4) If, due to circumstances beyond its control, the Village Hall Management Committee are unable to provide the hirer with the use of the hall, the hire charge, deposit and surety cheque will be refunded in whole. The hirer will have no further claim upon the Trustees.
- 5) The Committee reserve the right to refuse bookings.
- 6) The Committee shall not be liable for any accident or injury however sustained by any user of the hall and its environs, unless such accident or injury is as a direct consequence of a failure to maintain or secure the building or property of the Village hall in an appropriate manner.
- 7) The Committee shall not be liable for any loss or damage to personal property of the hirer or that of their guests in the hall or its environs.
- 8) The Committee **do not** permit alcoholic drinks to be sold **or music to be played** on the premises without the appropriate licence having been applied for, and obtained, by the hirer (**see item 21**).
- 9) Vehicles must not be parked in the car park of The Wheatsheaf public house, adjacent to the hall, without the permission of the landlord; nor must vehicles obstruct the entrance to The Wheatsheaf.
- 10) The hirer is responsible for the behaviour of his/her party, for any damage caused by them and for giving due consideration to those people living within earshot of the hall both during the use and upon leaving. The hirer is also responsible for ensuring that the hall and its environs are left in a clean and tidy condition, and the hall left secure at the conclusion of the event. The hirer must ensure that all members of his/her party are aware of, and adhere to, these conditions of hire.
- 11) The hall **MUST** be cleared and left tidy **NO LATER** than 10.30am on the day following the event. Each whole or part hour following this time will be charged at the standard hourly rate
- 12) An adult over the age of 21 years must be present at all times when the hall is hired for use by people under the age of 18. The consumption of alcohol by under-18s, in the hall or its environs, is **NOT** permitted.
- 13) Cars may be parked where appropriate in the village, complying with the legal regulations and so as not to cause disruption to village residents.
- 14) Crockery, cutlery and linen belonging to the hall may be used by prior arrangement. Linen must be laundered, ironed and returned with 7 days of the date of the event
- 15) Please observe the emergency door push bars and note that the bolts must be left open during occupation of the hall and must be closed before leaving the premises.
- 16) The emergency exit signs must be switched on during occupation of the hall and must be switched off before leaving the premises.
- 17) The person named on the booking form is the nominated risk officer. It is part of his/her duty to ensure that fire doors are opened and closed, appliances are working and are switched off at the end of the function and to be the co-ordinator in the case of an emergency evacuation of the premises.
- 18) The hirer is responsible for the provision of food consumed on the premises and the use of any catering companies for that function.
- 19) For Fire Regulation purposes the maximum number of guests is 60 seated at tables, 75 seated theatre style or 125 standing. The hall enforces a strict **NO Smoking** policy. Naked flames, candles or tea-lights must not be used under any circumstances on the premises.
- 20) To comply with the licensing of Chilton Foliat Village Hall, all functions must finish strictly by **11:00 pm Monday – Saturday** and **10.30pm on a Sunday**.
- 21) **Hirers wishing to extend times of the function or to sell alcohol or play music** will have to apply to Wiltshire Council for a Temporary Event License or (TEN) at his/her own cost. Please be sure to give Wiltshire Council at least 30 days notice. Contact: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or telephone **0300 456 0100**.

**The TEN licence must be shown to the Bookings officer 7 days prior to the day of the event.**

- 22) An additional insurance premium may be incurred should inflatable play equipment be used in the premises. Please request details as required.

### **AFTER EVENT CHECK LIST**

**YOU ARE REQUIRED TO SIGN THIS TO CONFIRM ALL REQUESTS ARE COMPLETED AND THEN RETURN IT WITH THE KEYS TO THE BOOKINGS OFFICER, THANK YOU.**

**TABLES** – First wash or wipe the tables clean and stack in a 'front to front' and 'legs to legs' position to protect the surface.

**CHAIRS** – Chairs to be stacked to a maximum of 5 per stack.

### **BEFORE LEAVING THE HALL**

1. Water heater to be switched off.
2. Toilets to be flushed and left clean
3. Wash cloakroom basin and surface.
4. Kitchen and sink to be left clean.
5. Kettles and Urn to be emptied, switched off and unplugged.
6. All sockets to be switched off except the fridge.
7. All paper rubbish to be put in bin and strictly no food waste is to be left in the hall
8. Switch off all emergency exit signs and bolt all exit doors.
9. Leave back room tidy and leave hall floor clean and swept.
10. Switch off all lights and electric sockets.
11. Heating thermostat to be turned down to the minimum (12 degrees) if you are unsure please ask for assistance, thank you. NB: Failure to do this may result in additional charge after the event.

**Please DO NOT adjust the master heating controls in the back room**

Once checked please sign below and return this form with the keys to the Bookings Officer, thank you.

Any problems please call 07876 745122

Signed: .....

Full Name: .....

Date of the event: .....