

Mount Pleasant Village Hall - Booking Form

Contact Info

Title	First Name	Surname

Company or Group Name <i>(if applicable)</i>	
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Address <i>(please include postcode)</i>	
Telephone	
Email	
Additional contact info <i>(if applicable)</i>	

Event Info

Business	Private	Party (disco/Bar)	Children's Party	Approx. number of attendees	Other <i>(please specify)</i>

Day/Date	Start	Finish	Total Hours

Bar requests

Please note we cannot guarantee all requests can be met however, we will do our best and discuss any special requests with you

Rates Information

<u>Item</u>	Rate	Hours Required	Cost
<u>Private Hire Rate</u> Rate per 1 hour	£20		
<u>Children Party Hire rate (Bar if required, to be booked separately)</u> Total time 4 hours including set up and clearing, any additional hours must be paid for at private hire rate.	£60		
<u>Party Hire Rate (Bar if required, to be booked separately)</u> Total time 8 hours including set up and clearing, any additional hours must be paid for at private hire rate.	£120		
<u>Full Day Hire (Bar to be booked separately)</u> Hire from 9am on the day of hire until 12 midnight, total length of hire 15 hours. Booking must include set-up and clearing time, any additional hours must be paid for at private hire rate.	£200		
<u>Weekend Hire</u> Friday 12 noon - Sunday 12 noon	£300		
<u>Bar Provision</u> There is a minimum spend requirement of £150. If the minimum spend is not met you will be liable for the £150 charge. To Avoid disappointment Bars must be booked a minimum of 1 month before your event.	Minimum Spend £150		
<u>Damage Deposit – Small Event</u> To be paid in Cash on the Day	£50		
<u>Damage Deposit – Large Event</u> To be paid in Cash on the Day	£100		
<u>Security required for large evening events</u> To be paid in Cash on the Day to the security team. Price on a case by case basis. Guide based on previous events £25 hr per security person. 2 security persons required, for hours of the party.			
<u>Community Groups and Regular Weekly Private Hires,</u> Please contact to discuss discretionary discounted Rates.			

Conditions of Hire

- We require £50 booking deposit to secure your date.
- Full Payment for your event must be paid for in cleared funds before the date.
- Cash refundable damage deposit must be paid on arrival, and will be held until we can confirm there is no damage, and Hall has been left in a satisfactory state.

All or part of the deposit may be retained.

If any damage caused, breakage, or excessive cleaning required, and repair/cleaning cost exceeds the amount of the deposit, the hirer may be required to pay a reasonable proportion or all of the costs of the repairs/cleaning at the discretion of the Committee.

- Hall must be tidied after use (including removal of food and rubbish, which should be taken away with you), with keys returned, table/chairs returned and stacked in the storeroom.
- Health and Safety regulations must be observed. Fire exits must be kept clear at all times. Accidents must be accurately recorded in the accident book.
- Lights and equipment to be switched off after use, and building secured on departure.
- Hirers shall respect hall property and contents at all times.
- No responsibility is accepted for loss, damage or theft whilst on Hall premises.
- Concession may be possible for multiple regular bookings for community groups.
- Payment can be made via bank transfer, cheque or cash.
- If you have booked an evening bar, the Bar Closes no later than Midnight
- If you have booked an evening/ full day hire, All Clear up and guests to leave quietly no later than 1am

Payment Details

Payment is preferred by electronic transfer, details below:

- Bank Details: Name: MOW / Sort Code: 40-44-38 / Account No: 60600687

Cheques and Cash may be taken by prior arrangement only.

- Cheques Payable to: Mow Cop MT Pleasant and Bank Village Hall Association

Signature	Name	Date

By signing the booking form, you are confirming acceptance of the above conditions of hire, the ability for the charity to hold your supplied data in order to process your booking, and if applicable the bar policy and related licensing objectives available overleaf.

Bar Policy

- If you are lucky enough to look younger than 21 then please be prepared to prove your age with valid and current identification. This can be either a UK driving licence, passport or PASS identification card bearing the PASS hologram.
- Any alcohol consumed must be purchased from the bar.
- We support the responsible consumption of alcohol and reserve the right to refuse service to customers who are or appear to be intoxicated.
- We reserve the right to refuse or revoke entry to any persons.
- Smile! CCTV is in operation 24/7.
- The hall reserves the right to insist on security personnel presence for some events. This charge will be passed on to the hirer.

Licensing Objectives

Where alcohol is sold at the Village Hall, the following four licensing objectives are to be adhered to:

The prevention of crime and disorder

Mount Pleasant is a quiet residential village and the village hall is only let to private group and clubs. Alcohol is only ever sold to people attending such events, or events organised directly by the Village Hall Management Committee.

If alcohol is available for sale at an event it must only be sold to bona fide participants at the function who are over the age of 18.

Alcohol must not be consumed by anyone under the age of 18.

All hirers are responsible for making appropriate arrangements to ensure that only those people entitled to be in the Village Hall during any period of hire enter onto the premises; this includes manning the main entrance door and ensuring that all external exits are closed when not in use. The village hall has never had any problems with under-age sales, problems with drunken individuals or the use of drugs, violent or anti-social behaviour and the Management Committee will not tolerate anything that has the potential to change this position. Hirers are assumed to be aware of the current legislation (particularly but not exclusively the Licensing Act 2003) and to have taken any necessary steps to ensure they abide by such legislation.

Public safety

The current "safe capacity" of the village hall for events inside the building is 180 in banquet layout, and 250 people in theatre layout, and this restriction on numbers must be observed without exception.

The management committee has carried out risk assessments to consider the objective of public safety as providers of premises for the sale of alcohol or regulated entertainment.

Since the hall is only available for private or club hire, or events under the direct control of the Management Committee, hirers are not to allow anything that jeopardises public safety during their period of hire.

The Village Hall currently has regular fire-fighting equipment test and report undertaken, as a means of assuring itself that it continues to meet the licensing objective of public safety.

It is the duty of the Hirer to bring to the immediate attention of any authorised member of the management committee any fault noted in the electrical, emergency lighting or fire fighting equipment on the premises.

It is also the responsibility of the hirer to familiarise himself with the location of emergency exits and fire fighting equipment, and to have a plan in place should an emergency arise during any period of hire.

The prevention of public nuisance

The Management Committee is aware of the need to prevent noise escaping from the premises and causing a nuisance to residents living close to the Village Hall. Windows and doors must be kept closed at all times if live music is being played in the Village Hall.

It is a requirement that all organisers of club and other events remind their members to leave quietly at the end of each event.

The hall has its own car parking within the grounds and land of the Hall and there is plenty of space such that there is limited if any effect on local residents. If large numbers are expected to attend an event, it is responsibility of the hirer to consider whether or not they should appoint someone to oversee the parking arrangements so that people living close to the Village Hall are not inconvenienced by casual parking.

The protection of children from harm:

Consumption of alcohol is not the exclusive or primary activity of any event held at the Village Hall, so the Management Committee does not consider it necessary to prevent unaccompanied children from entering the Village Hall between certain hours. Children do accompany parents or relations to events but under normal circumstances people under the age of sixteen are not admitted unaccompanied if alcohol is to be available for sale at any event. Hirers are specifically responsible for ensuring this requirement is met at all times.

Gaming machines are not allowed on the premises even on a temporary basis. If films with age restricted classifications are to be shown then the hirer cognisant of his/her responsibilities to meet licensing objectives must ensure that any restrictions on attendance are observed.