

Stuart Memorial Hall, Tempsford - Application for Use of Premises

Name of hirer..... Tel no. (day).....

On behalf of (name of society etc.) Tel no.evening.....

..... Email.....

Address of hirer

.....

.....

Parts of premises required **(NB. Maximum number of people 150)**

Main Hall	Yes / No	Committee Room	Yes / No	Library	Yes / No
				Overflow Car Park	Yes / No
<i>The use of the kitchen and toilets is included in all hirings</i>					

Date premises required.....

Hours of hiring: from..... to.....

Purpose of hiring..... Approx. no. attending.....

Any other relevant information

Hire charge..... Will you be applying to Central Beds Council for a Temporary Events Notice to sell alcohol? Yes / No

I agree to hire the parts of the premises at the Hall indicated above, subject to the conditions contained in the notes overleaf. I undertake to pay the hire fee as above.

I have read and accept the full conditions of hire *(please tick box)*

I enclose a deposit of £20 *(or the full hire charge, whichever is the less)*.

Please help us with our marketing. Where did you hear about the hall?	
Website	www.
Other source	

Signed..... Date.....

Please print name.....

This form should be completed and returned to:

Linda Collins, 69 Station Road, Tempsford, Beds. SG19 2AX.

Telephone: 07426 949423 e-mail: tempsfordsmh@yahoo.com

Make cheques payable to "The Stuart Memorial Hall".

Payment for the hire must be made in full two weeks before the handover of the Hall keys.

Hirers must acquaint themselves with the conditions of hire set out overleaf, and in particular paragraph 9

For certain functions, an additional bond (£100) will be required two weeks before event date, but will be refunded after the event provided the Hall is left in a satisfactory condition. Thank you.

Visit us on the web at: www.tempsford-stuart-memorial-village-hall.co.uk

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Conditions of Hire (extract)

1. This Hiring is subject to the full conditions of hire which can be found on our website. A copy can also be obtained from the Booking Secretary.
2. The Hirer shall use only those parts of the hall indicated overleaf.
3. The hours of hiring must include time for preparing for the event and for clearing up afterwards.
4. The Hirer shall agree to repay to the Hall all expenses which may be incurred in repairing, making good or replacing any part of the building or the contents thereof, which may be lost, damaged or destroyed in consequence of the Hirer's use of the premises.
5. The cancellation policy below applies to regular and new bookings:

Cancellation of the hire must be sent in writing to reach the Booking Secretary not later than 30 days before the date of the event. If written cancellation is not received by the Booking Secretary for any reason by that date, the Hirer shall still be liable as follows:

 - Written notice received between 30 - 15 days before the event the Hirer is liable for 50% of the total cost of the hire.
 - Written notice received between 14 - 0 days before the event the Hirer is liable for 100% of the total cost of the hire.
6. A non-returnable deposit shall be paid by the Hirer at the time the booking is accepted. The balance of the hire charge shall be paid not later than two weeks before the event.
7. Hirers are strongly advised to familiarise themselves with the hall so that the locations of escape routes, fire extinguishers and the fire alarm panel are well known, and must ensure that, should a fire break out, the fire service is called immediately.
8. The maximum number of persons permitted to use the Hall shall not exceed the number specified on this form overleaf, or such lesser number as may be specified by the Hall Committee or the Booking Secretary.
9. **The Hirer shall comply with all reasonable requests made by the Booking Secretary in connection with the letting and use of the Hall. In particular, the Hirer shall ensure that:**
 - **All parts of the premises hired are left in a clean and tidy condition at the end of the period of hire**
 - **That ALL rubbish is removed from the premises (including the grounds and car park)**
 - **At the end of the function, all tables and chairs used by the Hirer are put back from where they were taken in a clean condition**
10. The Hall Committee accepts no responsibility for loss or damage to any person, vehicle, property or article at the Hall.
11. Cyclists applying body oils are required to cover the floors to protect the wooden surface.
12. No fireworks are allowed, either indoors or outdoors, anywhere on the site.
13. All music should cease by 12 midnight
14. The hirer shall not sublet the hall, or any part thereof.
15. The Hall Committee, or their authorised representatives, have right of access to all parts of the Hall at all times, including during any periods of hire.

All information provided by the Hirer as part of the booking process will remain confidential and will not be used for any other purpose.

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