



# Dufton Village Hall

www.duftonvillage.info

## Booking Form

<b>Please complete using CAPITAL letters</b>			
<b>Name of applicant/organisation</b>			
<b>Address, including postcode</b>			
<b>Telephone number</b>		<b>Contact name</b>	
<b>Email address</b>			

Date of Hire	From Time	To Time	Purpose of hire	Notes
<b>Audio Visual system required</b>			Yes / No	
<b>Child Protection Policy attached</b>			Yes / No	
<b>Do you intend to sell alcohol?</b>			Yes / No. If yes please provide details	
<b>Do you plan to have music?</b>			Yes / No. If yes please provide details	

- If an event/ activity, for children, is organised by another agency ie through the hiring of the village hall, the Village Hall Management Committee require a written statement that child protection procedures are in place for these events/ activities. Organised Children's groups are required to send a copy of their Child Protection Policy with the booking form.
- If you are making a block booking please indicate the dates required in the *Notes* section  
The Hall has full disabled access and facilities.
- A small portable Public Address System with microphone is available free of charge if required please ask when placing booking.
- I have received, read and understood the **conditions of hire** and the **hire charges** and the fire safety procedures attached to the booking form and I agree to be bound by them.
- I fully understand that the Village Hall including the Kitchen should be left clean and tidy as found.
- I agree to pay the full repair or replacement costs if the equipment or contents that is damaged during my hire.
- I enclose a remittance which is made up as follows:

<b>Hire Charge (See rates, below)</b>			
<b>Name – PLEASE PRINT</b>			
<b>Signature</b>		<b>Date</b>	

Payment should be made by Money Transfer to: **Dufton Village Hall, Account Number 80342505 Sort Code 20-66-97** or by Cheque made payable to '**Dufton Village Hall**'. A receipted invoice for your payment will be issued.

Except in the case of block bookings, this form must be accompanied by the **full** amount payable.

**When completed, please send this form to:** Simon Higginbottom, Hall Croft, Dufton, Appleby, CA16 6DB, or email to duftonvillagehall@gmail.com.

## Scale of Charges from December 2017

Activity	MAIN HALL (up to 100 pax)		COMMUNITY ROOM (up to 12 pax)		Total
	Village Rate	Standard Rate	Village Rate	Standard Rate	
Cost per Session *	£25	£40	n/a	n/a	
Meeting 2 hr slot	£15	£20	£10	£20	
Large Function 3 day hire 12:00 Friday – 12:00 Sunday	£125	£200	£5 per hour thereafter	£10 per hour thereafter	
Large Function 2 day hire 12:00 Saturday – 12:00 Sunday	£100	£160	£30 per day	£70 per day	
Audio Visual Equipment Fee	£10	£10	n/a	n/a	
WiFi	Free	Free	Free	Free	
Drinks Licence Fee	£15	£15	n/a	n/a	£15

**Total Fee Due** \_\_\_\_\_

\*The cost is per session. Sessions are from early to 13:00, 13:00 – 18:00 and 18:00 till late.

### Terms and Conditions

- The Main Hall hire includes utilities, kitchen equipment, tables and chairs. A small PA system is available if required. Audio visual equipment can be made available please ask for details when booking.
- An official booking form must be filled in before the hire, as required by the Village Hall Insurers.
- All bookings are at the discretion of the Committee.
- The Main Hall has a capacity of 100 persons including support staff.
- DAMAGE: it is the hirer's responsibility to report damage to the Committee. All breakages and damage must be paid by the hirer.
- In certain circumstances a deposit may be required.
- Room hired to be left in a clean and tidy condition or additional cleaning charges may be incurred.
- Licenced bar facilities are available in the main hall.
- Equipment manual is available in the kitchen.
- Smoking is not allowed anywhere on Village Hall premises.
- When using the hall please park considerately and **do not park** on the village green.
- Hirers are responsible for any equipment brought onto the Hall premises.
- Please consider our neighbours with noise after 11 pm as this is a condition on the premises licence, and **must** not be audible from outside after this time. Music **must** be terminated by 12pm and the Hall **must** be vacated by 12.30 am.



# Dufton Village Hall

## **Emergency Procedures for Hirers of Dufton Village Hall.**

### **Please print this document and bring a copy with you.**

- Please take note of the attached plan, showing fire escapes and the position of fire extinguishers. These should not be obstructed in anyway.
- Fire doors, which are clearly marked, must not be wedged open.
- Users of the hall are advised not to use fire extinguishers unless they have been trained and feel confident to do so.
- Anyone discovering a fire should raise the alarm by shouting "FIRE"
- In the event of a fire, exit the building using the nearest available exit. Gather everyone together on the village green near the Youth Hostel. Dial 999 and inform the fire brigade. Take a headcount so the fire brigade can be informed if anyone is missing. Do not return to the building until authorised to do so by the emergency services.
- For minor emergencies, such as water or oil leaks, contact Simon Higginbottom 017683 52167 or Kevin Brighurst on 017683 53462