

# Provisional Booking Form for Honley Village Hall

Situated at Roundway, Moorbottom, Honley HD9 6DE

Please read carefully - complete all and return to: Mrs Marcia Murray 27 Moorside Road, Honley, Holmfirth HD9 6HR Tel 01484 662635 email - [info@honleyvillagetrust.org.uk](mailto:info@honleyvillagetrust.org.uk)

Name of group or individual: ..... Contact Name.....

Phone No. .... Address .....

..... Post Code ..... E-mail .....

Print the name(s) of person(s) responsible on the day of the event .....  
(Please make sure they read, understand and agree to comply with the Conditions of Hire attached )

Purpose of hire (e.g. private party, table top sale, yoga class etc.) .....  
Date(s) of Hire .....

(If you require a regular booking please list all hire dates)  
Times please use 24-hour clock and **remember to include time for preparing and clearing up after your event**

from..... hours To ..... hours

(The hall will be unlocked for you at the "from" time and the caretaker will come to lock up again at the "To" time)

Approx Numbers attending event: (Max. 130 standing - 70 seated in main hall ) ..... Will alcohol be available? YES / NO (a licence may be necessary) Will there be music and/or dancing ? YES / NO Will there be catering? YES / NO (if you are using a caterer you are advised to check that they are registered with Kirklees) Will you require tables & seating? YES/NO For How Many? ..... Will you require use of crockery and cutlery? YES / NO (These must be washed up after your event)

Hourly Rates of Hire: Private Party/Event £14; Charity: £8.50 (Minimum 3 hours); Commercial User £20 Full payment preferred, but minimum of 25% deposit required with booking form. Balance payable no later than 14 days before the event. Please make cheques payable to "Honley Village Community Trust". Or if you represent an organisation and require an invoice to be sent please tick box .

Name and address to send invoice if different from above: .....

..... Post Code .....

I confirm that I have received a copy of the Conditions of Hire of the Village Hall and that I have read, understood and will comply with them.

SIGNED ..... Please print name ..... DATE.....

The section below is for official use only and will be returned to you to confirm receipt of your booking form

**Please ring caretaker Mrs Shirley Hinchliffe 01484 323114 / 079 322 169 27 the day before your event**

Village Hall Booking confirmed for date(s) .....from time... .....to .....

Booking is subject to full amount being paid 14 days before the event at the latest. (See above)

Deposit / Amount received £.....

SIGNED.....(Authorised booking officer) Date .....

Please leave the hall in a clean and tidy condition and if your event finishes early you must ring caretaker to come & lock up

**THE VILLAGE HALL MUST NOT BE LEFT UNATTENDED AT ANY TIME**

**HONLEY VILLAGE HALL** ('The Premises')  
**STANDARD CONDITIONS OF HIRE**

1. All hire fees, storage charges and deposits must be paid at the times stipulated in the Hiring Agreement. No hiring will be booked, and the Hirer will have no right to use the rooms and facilities, until all payments have been made in full at the times stipulated.

2. If the Hirer wishes to cancel the booking and the Trust is unable to conclude a replacement booking, the question of repayment of fees shall be at the discretion of the Trust.

3. If the Hirer is permitted to store equipment between sessions, it must be stored in such place and in such manner as indicated by the Lettings Officer and only for as long as is permitted by the Trust subject to payment of the storage charge. No article that is dangerous or unsuitable may be stored.

4. The Trust accepts no responsibility for any stored equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each session; otherwise, fees will be charged for each day or part of a day at the hire fee per session until the items are removed. The Hirer shall indemnify and keep the Trust or its employees or agents and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.

5. The Trust may dispose of items brought onto or stored on the premises, by sale or otherwise, and on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and disposing of such items, in any of the following circumstances: in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the equipment within 7 days after the hiring; in respect of any other property brought onto the premises for the purposes of the hiring, failure by the Hirer to remove the property within 7 days after the hiring.

6. The Hirer shall take out adequate insurance to cover the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire and, on demand, shall produce the policy or other evidence of cover to the Lettings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Lettings Officer to re-let the premises to another hirer.

7. No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences and theatre, film, video and public entertainment licences. No such work shall be performed or shown without the prior approval of the Lettings Officer, and no alteration to the work shall be made after such approval.

8. The Hirer: shall be responsible for obtaining any necessary approvals or licences (including any liquor licence) in connection with the hire, other than those already held by the Trust, will comply with all conditions attaching to such approvals or licences, and will indemnify the Trust against all losses, costs, damages and expenses resulting from any failure to obtain such approvals or licences or from any failure to comply with the same.

All such licences shall be produced to the Lettings Officer before the commencement of the hiring.

9. No alcohol shall be sold or supplied without the permission of the Lettings Officer.

10. The Hirer shall, during the hiring, be responsible for: supervision of the premises; protection of the fabric and contents; safety from damage however slight; the behaviour of all persons using the premises, whatever their capacity; ensuring that persons leaving the premises during or

following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to owners or occupiers of nearby premises; and the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 6, the Local Authority or otherwise.

As directed by the Lettings Officer, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents.

11. The Hirer shall not use the premises for any purpose other than that permitted under the Hiring Agreement and will not, without obtaining the prior consent of the Lettings Officer, use or enter the premises at any times other than those permitted under the Hiring.

12. The Hirer shall not assign the benefit of the Hiring Agreement. The Hirer shall not share the use of the premises with any other person or organisation other than a member or invitee of the Hirer permitted to use the premises under the Hiring.

13. The Trust reserves the right to terminate forthwith any entertainment, activity or meeting permitted under the hire that is not properly conducted.

14. No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without approval of the Lettings Officer. Any alteration, fixture, fitting or attachment shall, at the discretion of the Lettings Officer, **EITHER**: Remain in the premises at the end of the Hiring and become the property of the Trust;

**OR**: Be removed by the Hirer who must make good to the satisfaction of the Lettings Officer any damage caused to the premises by such removal.

15. The Hiring may be determined by notice given by the Lettings Officer if: any fee, storage charge or deposit due under the Hiring Agreement is not paid on time; any of these conditions is not complied with by the Hirer; or in accordance with Rule 3(c), in which case all fees (including any deposit) paid by the Hirer shall be refunded; but without prejudice to any claim by the Trust against the Hirer for non-payment of fees or non-compliance with these conditions.

16. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales, and shall procure all necessary licences and/or permissions from the local authority. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed; as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

17. The Hiring Agreement constitutes permission only to use the premises, and confers no tenancy or other right of occupation on the Hirer.

18. The Hirer shall appoint a competent Responsible Person (this can be the actual Hirer) to ensure that a Fire Risk Assessment is carried out prior to using the Premises.

19. This appointed person must record that they have done so in the book in the Hall provided for this purpose.

20. Before allowing members of the public into the Premises the Responsible Person shall familiarise him/her-self with the instructions "In The Event of a Fire" which can be found on the notice board in the entrance vestibule of the Hall.

**SITUATION OF FIRE EXTINGUISHERS: -**

ONE IS JUST INSIDE MAIN HALL ON THE WALL TO THE RIGHT AS YOU COME IN  
ONE IS IN THE COMPUTER ROOM

**SITUATION OF BREAK GLASS FIRE ALARM:-**

ONE IS JUST INSIDE THE MAIN DOOR ON THE RIGHT AS YOU COME IN  
ONE IS TO THE RIGHT OF THE EMERGENCY BACK DOOR EXIT GOING OUT

**NEAREST PHONE BOX** to raise the alarm in the event of a fire is at the Market Place car park on Westgate Honley.

**FIRST AID BOX** IS IN THE FIRST WALL CUPBOARD ON THE RIGHT IN THE KITCHEN.