COPTHORNE VILLAGE HALL - Application / Booking form

PLEASE RING Adele on 07716864623 to check availability

<table>
<thead>
<tr>
<th>Period of hire</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finish time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(allow sufficient time for preparation for event)  
(include sufficient time for clearing up – see Clause 9)

Hourly Rate

<table>
<thead>
<tr>
<th>Hrs @</th>
<th>Total £</th>
</tr>
</thead>
</table>

No event may continue AFTER Midnight: see Clause 2, Conditions of Hire

Purpose for which the Hall is required

Description of Event

Please answer Yes or No to the following:

<table>
<thead>
<tr>
<th>Will the public be admitted?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be an admission charge?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Will admission be restricted to members of a Club or Organisation?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Will the event include:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The sale of alcohol?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The reproduction of music?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Dancing?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Singing?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>A Stage Play?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Live music?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If the event is governed by the Licensing Act 2003 the signatory to this form accepts ALL responsibility under the Act.

Stage Play licences are to be obtained by the Hirer.

The sale of alcohol requires a Temporary Events Notice and has to be obtained by the Hirer.  
http://www.midsussex.gov.uk/8149.htm cost £21. A copy of the notice must be sent to the Treasurer

The capacity of the Hall is 150 people maximum or 90 seated at tables.

Details of Person or Organisation on whose behalf the Hall is to be hired:

Name

Address

Post code

E-mail address

Tel. No. Mobile

I hereby apply to the Copthorne Village Hall in accordance with the details listed above. I have read the Conditions of Hire and agree to be bound by them. I enclose a deposit of £150/£300 (cheques to be made payable to “Copthorne Village Hall”). I am over 25 years of age

Date Signed

Revised May 2018
COPTHORNE VILLAGE HALL – Conditions of Hire

1. **The Hirer must be aged 25 years or over** and be present throughout the entire hire period, must sign the booking form and agree to abide by the conditions of hire.

2. No event may continue AFTER Midnight and ALL music must finish by 11.30 pm Monday to Saturday and 7.30 pm on a Sunday.

3. NO Smoking or e-cigarettes is allowed on the premises.

4. The Management Committee reserves the right to refuse any application to hire.

5. A cancellation charge:-
   - 28 days before the event full refund of deposit, less £30 Admin fee
   - 14 - 27 days 50% refund of deposit, less £30 Admin fee
   - less than 14 days 0% refund of deposit

6. **A refundable deposit of £150/£300 (cash or cheque) is required from Casual Users at the time of booking.** Cheques will be paid into the Village Hall bank account and the deposit refunded after the hire on confirmation by the Caretaker that no damage has been incurred (see Clause 9).

7. The Hall is licensed in pursuance of the Licensing Act 2003 and also the Performing Rights Society, for music, singing and dancing (see Clause 2).

8. Car parking spaces are provided at the front and side of the hall and also at the rear of the Social Club. Hirers must park in a tidy manner and ensure a clear access to the Social Club at all times. Parking is at owners’ risk and the Village Hall takes no responsibility for any damage to vehicles parked at the Hall or Club.

9. Cleanliness and tidiness of the hall is the Hirers’ responsibility. At the end of the booking period the hall must be left in the same state as when hiring commenced. Any excessive cleaning required will be charged to the Hirer. The Hirer shall ensure that ALL lights and water taps are turned off and that ALL windows and doors are firmly closed at the end of the hire before leaving by the front door.

10. Any damage caused during or as a result of the hire must be reported to the Secretary or Caretaker as soon as is reasonable. The Hirer shall reimburse the Management Committee for any damage caused.

11. The Management Committee is not responsible for any loss or damage to persons or property during the hire.

12. Admission is by key, which is obtainable from the Caretaker. The key should be returned after hire. **If key is reported lost/not returned a charge of £150 will be made.**

13. All rubbish must be removed by the hirer. **A charge of £100 will be deducted from the deposit for removal of any rubbish left inside or outside the hall after the hire.**

14. The Hirer shall not sub-let, or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything that may endanger any insurance policies in respect of the Hall.

15. In the event of the Hall or any part thereof being rendered unfit for use for which it has been hired, the Management Committee shall not be liable to the Hirer for any resulting damage or loss whatsoever.

16. No dogs are allowed in the hall except Guide Dogs

17. Casual users’ accounts must be paid within 7days of receipt of invoice. Late payment may be subject to a surcharge of £50. Please make the cheque payable to “Copthorne Village Hall” or BACs details as per invoice.

18. **Avoid the use of blue tac, Sellotape, gaffa tape, or electrical tape on the painted areas and pins on the woodwork.**

Please note the details provided in this form will be used solely for the purpose of contacting you in relation to your booking enquiry

**No details will be passed to 3rd parties except for other members of the Copthorne Village Hall Management Committee.**

**NB while there is no wheelchair accessible toilet, owing to building constraints, all toilets have handrails**