

## GLENTWORTH VILLAGE HALL – BOOKING FORM / INVOICE

Booking Secretary: Rod May.

Craigmount, Church Street, Glentworth, Lincolnshire, DN21 5DG, Telephone: 01427 667118, email [rodmay@icee.org](mailto:rodmay@icee.org)

<b>Booking</b>		<b>Registered Charity 521927</b>	
Name:			
Address:			
Telephone:		email:	
Type of Function:			Alcohol for sale? <input type="checkbox"/>
Date(s) of Function:			
Times:	From:	To:	Duration:

<b>Invoice</b>				
<b>Room</b>	<b>Duration (hours)</b>	<b>@ Rate/hour</b>		<b>= Total</b>
		<b>Personal</b>	<b>Other</b>	
Main Hall		£8.00	£12.00	
Meeting room		£4.00	£6.00	
Office		£3.00	£4.00	
Snooker*		£2.50	£2.50	
Kitchen		£1.00	£2.00	
Full Hall*		£13.00	£20.00	
	<b>Duration (days)</b>	<b>@ Rate/day</b>		
		<b>Personal</b>	<b>Other</b>	
Full Hall**		£65.00	£100.00	
* Minimum of £5/session + £2.50/hr over 2 hours ** except Office and Snooker room			Total	
			Deposit	
			Due	

Gift Aid donation in lieu of rental (note declaration required), delete as appropriate	Yes	<b>No</b>
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Payment by cash / cheque (made payable to Glentworth Village Hall)			
Received by:		on	

### **Glentworth Village Hall committee conditions**

- Only areas paid for shall be used.
- All bookings include the use of the entrance hall, toilets and parking.
- Bookings do not include the use of the external play area, which is for the general village use.
- No parking is allowed on the grass around the Hall.
- There is a 30 minute allowance (not charged for) for clearing away. ALL other times including setting up will be charged.
- After any hire the facilities used should be left in a clean and tidy manner.
- Tables and chairs for the main hall are kept in the storage room, accessed from the main hall. It is a regulatory requirement that the doors to the storage room are kept closed.
- Any accident and/or damage must be reported to the Booking Secretary at the end of the hire period. (The First Aid box and Accident book are kept in the kitchen).
- The cost of repair for any damages is the responsibility of the hirer. The method of repair and payment must be agreed with the Booking Secretary.
- All payments should be made before the Hall is used.
- A deposit of £50 is required from persons booking the Hall for a party or similar activity who have no previous record of due diligence, returnable on compliance with these conditions of use.

### **WLDC Licence regulations**

Any person or organisation who books Glentworth Village Hall must comply with Licensing Act 2003 as specified in the West Lindsey District Council Premises Licence number 32UHB50135. Extracts include:

7.	The licensee and/or person in charge shall maintain and keep good order and decent behaviour and shall not permit drunkenness or other disorderly conduct on the licensed premises.
8.	The licensee and/or person in charge shall not allow any lewd, obscene or indecent performances to take place on the licensed premises, or allow any indecent poster, advertisement, film, photograph or programme to be displayed or shown therein.
9.	The licensee and/or person in charge shall:
(a)	Take all reasonable precautions for the health and safety of the public, performers and employees on the premises:
(b)	Ensure that the licensed premises and any fittings, stairways, notices, lavatories and seating are maintained in good order and condition.
11.	The licensee and/or person in charge shall ensure that any noise emanating from or caused by the use of the premises is such as not to cause annoyance to residents in the locality.
13.	Real or artificial smoke shall not be produced in the premises.
14.	Laser effect lighting shall not be used except with the prior written consent of the West Lindsey District Council.
17.	Use of the premises is prohibited for roller discos without specific approval of the Lindsey District Council.

If it is planned to sell alcohol additional regulations and costs apply. Please contact the Booking Secretary regarding details.

### **Hirer's Liability Insurance**

Cover for political or business use (including professional entertainers) is specifically excluded from the insurance policy held by Glentworth Village Hall and hirer's may need to make their own arrangements.

I agree to comply with the above conditions and regulations for the use of Glentworth Village Hall

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

A completed form returned by email to the Booking Secretary signifies agreement with these conditions and regulations.