# **Birstall Parish Council**

Council offices, Birstall Rd, Birstall, Leicester, LE4 4DH Tel: 0116 267 6191 Email: info@birstallpc.org.uk

## Hallam Fields Hall Booking Form

Today's Date	
Booking Name	
Address	
7.55.000	
Telephone No	
relephone no	
Fmail	
Email	
Date Of Hire	
Time From/To (including set up/clear up time)	
Event Type	
Signature of Hirer	
(I have read and agree to all terms and	
conditions of hire)	

## **Hall Hire Charges**

Holds 60 seated and 80 standing (insurance limit is 80 Max)

#### £25 Deposit to secure your date (no provisional bookings)

Mon – Fri 9-6pm	£10 Per Hour + VAT	
Mon-Thu 6-9pm	£15 Per Hour + VAT	
Fri 6-9pm	£25 Per Hour + VAT	
Sat /Sun 9-6pm	£15 Per Hour + VAT	
Sat/Sun 6-9pm	£25 Per Hour + VAT	
Projector Hire	£10 Flat Rate	
Meeting Room (holds 12 max) 2.41 ft High 4.44 ft Long 3.93 ft Wide	£25 + VAT Flat rate additional to hall booking Hourly rate same as per hall charges	
Refundable Deposit	All weekend bookings	£250
	All other times (depending on nature of event.	£100

Emergency Contact Numbers: Mon - Fri Les Allott 07368107849 Sat/Sun Sophie Bayliss 07947622360

## **Terms And Conditions Of Hire**

### Hall Measurements - Height: 10ft 4 inches Length: 37ft Width:33ft

In the unlikely event that BPC have to cancel your booking due to unforeseen
circumstances beyond our control, then all monies will be refunded in full.
The £25 deposit to secure your date is non-refundable on cancellation
Strictly no 18th, 21st, Wedding Receptions/celebrations or Engagement
ceremony bookings are accepted in our halls.
The caretaker will open and lock the hall at the times specified on your booking
form. If you need extra time for set up and clean down then please include this
in your time. If the room is not vacated on time extra charges will apply and
may result in the loss of your refundable deposit.
Heating is included and the thermostat for the hall is situated on the back wall
to the right of the fire exit door.
The main automatic hall doors or inner fire doors must not be propped open
under any circumstances, this is a breach of Health and Safety and can cause
damage to the doors and will result in the loss of your refundable deposit.
Responsibility for the use of and safety of electrical equipment (and or other
equipment specified at the time of the booking) brought on to the premise's
rests entirely with the hirer.
No apparatus can be left on the premises without prior agreement. BPC
accepts no responsibility whatsoever or any liability or loss however caused,
in respect of the loss, theft, breakage etc of any possessions brought in to or
left on the premises.
No decorations are to be placed on the walls or ceiling, no henna dye, no
candle or fire/water ceremonies, no bubble machines, no party poppers or
confetti.
Strictly No bouncy Castles
Music / DJ's are permitted but you need to be mindful that this is a built up
residential area so respect is to be given in regards to the noise levels.
All tables must be cleaned and folded and put away and chairs re-stacked in
their original place as they were on arrival to the hall.
It is the responsibility of hirers to clean up after the booking and remove all
rubbish from site. Rubbish bags are not to be left outside of or inside Hallam
Fields Hall.
If you intend to sell alcohol – you must obtain the appropriate licence under
the Licensing Act 2003 and inform BPC at time of booking.
Emergency exits are situated to the rear of the hall and are clearly marked.
Please do not block fire exits.
The hall is a non-smoking area.
First aid kit is located in the kitchen in the cupboard under the sink
This is a public parking area, please do not obstruct other properties in thearea.
Fly posting is illegal, if you wish us to promote your event, posters can be
brought into the Parish Council Offices to display on the 15 notice boards.
prought into the ranger obtained offices to display on the rollied boards.
No dogs allowed – except guide dogs

Emergency Contact Numbers: Mon - Fri Les Allott 07368107849 Sat/Sun Sophie Bayliss 07947622360