

# Birstall Parish Council

Council offices, Birstall Rd, Birstall, Leicester, LE4 4DH

Tel: 0116 267 6191 Email: info@birstallpc.org.uk

## Village Hall Booking Form

Today's Date	
Booking Name	
Address	
Telephone No	
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 70 seated and 120 standing (insurance limit is 120 Max)

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

Mon – Fri 9-6pm	£10 Per Hour	
Mon-Thu 6-10.30pm	£15 Per Hour	
Fri 6-10.30pm	£25 Per Hour	
Sat / Sun 9-6pm	£15 Per Hour	
Sat/Sun 6-10.30pm	£25 Per Hour	
Main Kitchen Hire	£15 Flat Rate Serving only £25 Flat Rate Use of microwave £75 Flat Rate Use of cooker	
Projector Hire	£10 Flat Rate	£10
Caretaker	Charges £5 Unlock/ £5 Lock	£10
Refundable Deposit	All weekend bookings All other times (depending on nature of event.	£250 £100

Emergency Contact Numbers: Caretaker Louise Flower 07702317575

## Terms And Conditions Of Hire

**Hall Measurements – Height: 10'7" inches Length: 44'4" Width:34' 2"**

	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.
	If the room is not vacated on time, then extra charges will apply and may result in the loss of your refundable deposit.
	The £25 deposit to secure your date is non-refundable on cancellation.
	Heating is included and the thermostat for the hall is situated on the back wall next to the kitchenette door.
	There is a fridge/freezer provided for hirers to use in the kitchenette corridor, please do not disconnect.
	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.
	All tables must be cleaned and folded and put away and chairs re-stacked in their original place.
	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 the council offices.
	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 off the hall foyer and main hall and are clearly marked. Please do not block fire exits.
	The hall is a non-smoking area. A cigarette bin is provided outside the front door to the hall.
	First aid kit is located in the kitchen in the cupboard under the sink
	There is adequate car parking facilities on school lane playing fields Car park. Please do not park on nearby roads or block access to the village hall, daye centre or council offices.
	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.
	No dogs allowed – except guide dogs