



Whitechapel Village Hall

Whitechapel Village Hall Booking Form

Name of hirer - <i>Please include organisation, if applicable.</i>	
Address of hirer	
Email address	
Event details	
Date and start/finish times	
Facility requirements - <i>full suite, top hall, bottom hall, kitchen, rectangular/round tables, chairs, bar</i>	
Telephone number / mobile number	
Deposit amount - <i>(£100 deposit required immediately on booking to secure booking - see below further conditions)</i>	
Hire charge	
Date by which hire charge required - <i>(at least 28 days prior to the event - see further conditions below)</i>	

For latest charges – see website (<https://whitechapelvillagehall.co.uk/>) or contact the Bookings Manager, Ema Leyland 07724117895

Acceptance of Conditions of Hire

I/we agree to be bound by the Conditions of Hire, which I have read, and to pay any such additional costs as may arise from my use of the premises under these conditions.

Signed:
Print Name:
Date:

Confirmation of Booking (for WVH use only)

On behalf of Whitechapel Village Hall, I confirm the booking details as given above.

Signed:
Print Name:
Date:

Please note – all bookings are provisional until receipt of this form signed, together with the required deposit, to Ema Leyland.

Payment:

A receipt for the deposit will be sent and this will act as firm confirmation of the booking.

Payment by cash or cheque payable to Whitechapel Recreation Hall or BACS to
Whitechapel Recreation Hall

Sort Code 40-37-25
Account number 00854042

Cheques sent to:
Mr P McDade,
Lower Fairhurst
Fairhurst Lane,
Inglewhite,
Preston
PR3 2LJ

Please put your surname and event date as the reference.

Whitechapel Village Hall Standard Conditions of Hire

1. The Hirer shall take good care of and shall not cause any damage or permit or suffer any damage to the building or to any part or parts thereof or to any fittings, equipment or other property therein and shall pay for any damage thereto (including accidental damage) caused by any act or neglect of himself, his servants, agents or any person resorting to the building by reason of the use of the hired premises by him. (Note: It is suggested that in the Hirer's own interests he arrange private insurance to cover all such damage).

2. Whitechapel Village Hall does not accept any responsibility whatsoever attributable to any damage or loss by fire, theft or from any other cause, to any articles or other belongings brought into the building for sale, exhibition or for any other purpose.
3. Any equipment (including bouncy castles and soft play equipment) brought into and used at the hall is done so at the owner's/hirer's risk. Any injury to persons or damage to the hall caused by the equipment will be the responsibility of the hirer. It is strongly recommended that appropriate insurance for any such equipment is in place prior to the hire.
4. Whitechapel Village Hall shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
5. The Hirer shall, at the expiration of the period of the hiring leave the premises in a clean and orderly state. In the event of a breach of this clause the Hirer shall pay Whitechapel Village Hall any expenses incurred by it in cleaning and tidying the premises.
6. The premises must be used only for the purpose for which they are hired. The Hirer may not sub-let or assign any portion of the building to any other person and must vacate the premises upon expiry of the period of hiring otherwise an extra charge of £20.00 per hour or part of an hour will be made, or £30.00 per hour or part of an hour if after midnight.
7. The Hirer will be responsible for providing adequate staff for the supervision, running and security of the function, including the car park. The Hirer is responsible for ensuring such staff have familiarised themselves with the location and operation of fire extinguishers and fire exits.
8. The Hirer shall be liable for and shall indemnify Whitechapel Village Hall in respect of any loss, damage or injury which may be incurred by or be done or happen to the Hirer or any person or persons in his employ or any of his sub-contractors or by or to any other person or persons resorting to the premises by reason of the use of the hired premises by the Hirer.
9. Whitechapel Village Hall retains the right, at its discretion, to refuse to let the premises, or part, to any person or body.
10. All applications for the hire of rooms must be in writing, using Whitechapel Village Hall Booking Form. The person by whom the application form is signed shall be considered the Hirer. Where a promoting organisation is named on the application form, that organisation also shall be considered the Hirer and shall be jointly and severally liable hereon with the person who signs the form.
11. The application must be accompanied by the relevant deposit, which will be refunded after the function if the premises are left in a satisfactory condition and these T&Cs have been substantially complied with. Any breakages or additional cleaning costs incurred will be deducted from this refund. The Hirer shall, nevertheless, be liable for all such costs in excess of the sum deposited. The full hire charge must be paid at least 28 days before the date of the function. In the event of cancellation more than 14 days before the event, the deposit will be refunded only if the premises are subsequently re-let and minus a fee of £10 to cover administrative costs. In the event of cancellation 8-14 days from the event the full deposit will be retained together with 30% of the hire charge. In the event of cancellation 7 days or less before the event

the full hire charge will be retained and the deposit refunded. All these terms are subject to the discretion of Whitechapel Village Hall Committee.

12. The Hall will be licensed by Whitechapel Village Hall for Music and Dancing. The maximum number of persons who may be accommodated is as follows: Main hall 150 & small hall 150. Under no circumstances may these limitations be exceeded.
13. It is a general policy of the Whitechapel Village Hall that a hirer must be aged 25 or over.
14. Any person hiring the Hall must be fully aware of the Licensing Act 2003 and must comply with these regulations throughout the period of hire. Please read carefully and abide at all times with the premises licence conditions in relation to all the licensing activities.
15. Where our bar is booked for an event, it is a condition that all drinks consumed during the event must be purchased from the bar, or brought in under a corkage agreement – as agreed and evidenced in writing.
16. Use of fireworks are not allowed except made by special arrangement.
17. Rubbish – our facility for waste disposal is limited, so event hirers are asked to take their waste away with them and dispose of responsibly.
18. The use of confetti indoors and outdoors is not permitted.
19. Any person hiring the hall is responsible for being aware of and complying with any legislation applicable to the activity for which they are hiring the hall.
20. The booking of the Hall by any Hirer indicates acceptance of all these Standard Conditions of Hire. These conditions may not be varied in any way unless the Hirer receives written approval for such from the Bookings Secretary following sanction by a meeting of the Whitechapel Village Hall Committee.
21. To comply with safety regulations, emergency lights must be on throughout the function. All exits and passages must be kept clear of obstruction. Vehicles should not block emergency exits.
22. The hirer must familiarise themselves with the location of fire alarms and emergency exits. Guests must be made aware of these at the start of the function.