

BOOKING FORM
FOR THE HIRE OF TAPLOW VILLAGE HALL

The Hirer accepts the terms set out below and the Conditions of Hire (available overleaf or on request) which the Hirer confirms have been brought to the Hirer's attention.

This Booking Form, the Booking Fee and Security Deposit Fee (paid together by one cheque made payable to Taplow Parish Council) must be returned to Taplow Village Hall and a contract will only be formed when confirmation of booking is given to the Hirer in writing. In the case of any confusion between the terms below and the Conditions of Hire then the Conditions of Hire shall prevail.

Name of Hirer (must be over 25).....
Address
.....
.....
Telephone
Mob.....
Email.....

Date of Hiring.....
Period of Hiring: Fromam/pm Toam/pm
Purpose of Hiring.....
Is the Event Private/Public? Estimated Number of Persons Attending.....
Hall/Room(s) Hired: Whole Hall / Reading Room (Larger Room) / Perkins Room (Smaller Room)
Will music be involved? Yes/No
If so please give details.....
Will alcohol be consumed? Yes/No Will alcohol be sold or included in ticket price? Yes/No
Please note that a Licence is required where alcohol is to be sold or included in the ticket price.

The following additional **special conditions** apply.....
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Booking Fee.....Security Deposit Fee.....
If no breach of the terms of hiring has taken place the Security Deposit Fee will be returned by cheque in due course after the event.

Signature of Hirer.....Date.....

Signed as accepted by Council.....Date.....

Office Use
Booking Fee £..... Security Deposit Fee £..... Total £.....
Received Total YES/NO
Key No..... Date Returned.....

Conditions of Hire (2020)

The Hire of Taplow Village Hall and/or any room therein (the Premises) includes shared use of the Kitchen and Toilet Facilities and appropriate use of the necessary thoroughfares and car park but does not include the Village Green. There are strict guidelines governing the use of the Village Green. No structures – particularly tents gazebos or inflatables – are permitted on the Village Green. Parking is not allowed on the Village Green, or along the access footpath from the car park to the front doors of the Village Hall.

Contract for Hire

- 1 Taplow Parish Council ('the Council') reserves the right to refuse to accept any application to hire the Premises. A contract for Hire will be formed when the Council receives the completed and signed Booking Form, Booking Fee and Security Deposit Fee **and** the Council confirms acceptance of the booking in writing. The Contract is personal to the Hirer and may not be assigned or sub hired.
- 2 If, as Hirer, you overstay the agreed Period of Hire, you will be charged for the additional time at the hourly rate for casual hirers which applies at that time.

Cancellations

3. Notice of cancellation of a Hiring must be given to the Council at least 28 days before the Date of Hiring, when the Booking Fee and Security Deposit Fee will be refunded in full. In cases of shorter notice, the Security Deposit fee will be refunded but a cancellation charge equal to that of the Booking Fee may be made unless the Council can re-hire the Premises so that the Council does not suffer financial loss from the cancellation.
4. The Council reserves the right to cancel any booking at short notice when the Booking fee and Security Deposit Fee will be returned in full. This right will not be ordinarily exercised except in circumstances beyond the control of the Council.

Responsibilities of Hirer

5. The Premises shall not be used for any purpose other than that stated on the Booking Form.
6. The Hirer shall be solely and personally responsible for each of the following in respect of all persons coming onto or using the Premises in connection with the Hiring:
 - a. That everyone is made aware that the Premises are situated in a residential area and that every effort is made to keep noise to a reasonable level and that all persons arriving or leaving the Premises do so quietly. No hiring is allowed after 11.30pm and the Premises must be vacated by that time
 - b. That no gambling nor any riotous, unlawful, disorderly, loud or unseemly conduct or activity takes place on the Premises.
 - c. That no damage, breakage or loss occurs to the Premises or to any furniture, fixture, fitting or equipment belonging to or in the care of the Council.
 - d. That at the end of the Period of Hiring the Premises and contents are left clean and tidy, and the Premises secured with the alarm properly set.
 - e. That the Hirer shall personally be present on the Premises throughout the Period of Hiring for the purpose of ensuring that these Conditions of Hire are met
 - f. That no candles or naked flames nor any additional heating equipment is brought onto the Premises.
 - g. That no microphones are used before noon on Sundays during the time of Church services at St Nicolas' church
 - h. That no discos will be held.
 - I. That any access key/s issued to the Hirer by the Council will not be copied or given to a third party but will be returned promptly to the Council after the Period of Hiring has expired.
 - J. That no bouncy castles or inflatables are used or brought onto the Premises.
 - K. That no balls may be brought onto the Premises or played with near the Premises
7. The Hirer must ensure all necessary licences are obtained and all legal and statutory obligations are complied with and in particular but without limitation where the hiring involves children that adequate supervision is given at all times.
8. Any tables and chairs removed from the Perkins Room (Smaller Hall) **MUST** be returned to the Perkins Room at the end of each event. Any tables and chairs removed from the Reading Room **MUST** be returned to the Reading Room at the end of each event. Chairs should be lifted and not dragged.
9. Hirers must satisfy themselves that they comply with all legal and statutory obligations relating to Health and Safety procedures when using the Kitchen. In addition Hirers must comply with the Council's Minimum Standards for Good Practice when using the Kitchen which are available on request.
10. The Hirer must ensure that at all times the capacity of the Premises or any part thereof is not exceeded;- 122 persons casually seated – Whole Centre : 85 persons casually seated - Reading Room: 170 persons standing and/or dancing – Reading Room: 37 persons casually seated - Perkins Room
11. In the event of any failure by the Hirer to discharge any of its responsibilities under these Conditions of Hire, the Hirer shall be solely and personally responsible to the Council for making good any loss damage costs and expenses incurred in re-instating, cleaning, or otherwise as the result of the Hirer's said failure. The Council will, without prejudice to any other remedy available to it, at its discretion be entitled to retain some or all of the Security Deposit Fee paid by the Hirer to defray any such damage costs and expenses.
12. In the event that the Hirer has a regular contract to use the Premises either party may terminate such contract on one months' written notice in advance to the other party.

Liability of Council

13. All Hirers must take the Premises as they find them; the Council cannot accept responsibility for any inadequacy nor unsuitability of the Premises nor any defects or possible sources of danger not known to it.
14. The Council accepts no responsibility for loss of or damage to any vehicle or their contents, jewellery, money or other property of anyone coming onto or using the Premises. The Council accepts no responsibility for any injury to any person coming onto or using the Premises insofar as the law allows.