



FELMERSHAM AND RADWELL VILLAGE HALL COMMITTEE
BOOKING FORM

Name of Hirer:

Organisation Represented:

Correspondence Address

I agree to the hire conditions overleaf

Signature

Date

Date of Hire:

Time access to commence:

Purpose of Hire:

Time Access to finish:
(include setting up time)

Number of Hours Chargeable;

	Hours Required	Rate
Hall		
Committee Room		
Hall and C. R		
Cutlery / Crockery Only		

Total Cost	
Deposit	
Balance Due	

PLEASE ENSURE THE KEY IS RETURNED PROMPTLY TO THE BOOKING CLERK

48 Marriotts Close, Felmersham, Bedford, MK43 7HD Tel: 01234 782869 / 07709 619131



Conditions of Hire

1. It should be recognised that the Village Hall is also a school hall. The management committee will only agree to any use of the hall it judges will not interfere with the smooth running of the school.
2. Only those village organisations recognised by the Village Hall Committee may have the use of the premises at 'club rates'. These rates are only applicable to normal club meetings.
3. Functions include dances, weddings, shows, etc. Any time in excess of 8 hours will be charged at the hourly rate. Hours and times on the booking form should include preparation time.
4. The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, any contents temporarily removed from their usual position properly replaced.
5. All bookings by political organisations will be charged at the 'non-village' rate.
6. Cancellation of a block-booked session in favour of an occasional function normally requires 4 weeks notice to be given to the organisation affected.
7. The Village Hall Management Committee's decision as to the charge to be levied for or the cancellation of a letting shall be final. Cancellation of a function will incur a £10 administration charge.
8. No smoking or naked flames.
9. No alcohol must be sold without a drinks licence.
10. Maximum number of people is 140.
11. Adults must be present at all children / teenage parties.
12. Events / parties must finish at 12.00 midnight (11:00pm on Sundays).
13. Damage caused due to an event or function will be charged for.
14. No blu-tack, sellotape or drawing pins to be used on walls or ceilings.
15. No abrasive creams, i.e. Cif, to be used on main hall floor. In the event of spillage wipe with damp cloth
16. All means of exit from the premises must be kept free from obstruction.
17. All electrical appliances brought to the premises shall be safe, in good working order and used in a safe manner.

January 2011
