

Oakley Village Hall Application for Hire of Facilities

Please complete and sign this form and return it to the Booking Secretary at
oakleyvillagehall@gmail.com

If you have already made a provisional booking then this form should be returned with the full hire fee within 7 days to secure the booking. Please keep a copy for your records.

Mrs Julia Nicholas (Treasurer)
44 Grenidge Way
Oakley
Bedford
MK43 7SF

Village Hall phone: 07788 796996

Event date

Date(s) required	
Times required (to include your set-up time and clearing away time after the event)	

Hirer details

Name of Hirer (hirers must be aged 18 or over)	
Name of organisation (if applicable)	
Hirer contact address	
Phone number	
Email	

Nature of event

Please note that we do not accept teenage parties

Is this a Public event or a Private event?	Public / Private <i>(delete as appropriate)</i>
Approximate number of people at the event For Fire regulation purposes the maximum number of persons in the main hall for a meeting will be 250 standing only. Where tables and chairs are to be erected, 100.	
Is a Bouncy Castle (or similar) to be used? If so, please read Terms & Conditions of Hire, clause 23 re insurance liability, as the Hall Insurance does not cover accidents or damage caused by Bouncy Castles. https://www.oakleyvillagehall.org.uk/OVHt&c.docx Please let us have details of your insurance policy at least 14 days before your event. (If you are insuring this through your hirer, they will be accustomed to sending venues these details.)	Yes / No <i>(delete as appropriate)</i>
Please note that no smoke machines, bubble machines or similar can be used in the Hall , due to our fire regulations.	

Which of our facilities do you require?

Main Hall and kitchen only Please note that no additional kitchen equipment (eg microwaves or gas burners) can be brought in for use. Tea towels are not supplied.	Yes / No <i>(delete as appropriate)</i>
Meeting Room only	Yes / No <i>(delete as appropriate)</i>
Main hall, Kitchen and Meeting Room If bar facilities are required, the Meeting room must be booked for this. (See section below re providing alcohol.)	Yes / No <i>(delete as appropriate)</i>
Use of microphone	Yes / No <i>(delete as appropriate)</i>
Use of PA system to play music	Yes / No <i>(delete as appropriate)</i>

A diagram of the Hall layout is shown at the end of this document.

Alcohol and entertainment licences

The Village Hall has licences to cover both alcohol and entertainment. Hirers have to comply with the provisions of our licences.

Provision of Alcohol Will alcohol be available at your event? <i>If yes, please note that under the terms of our licence, the sale of alcohol/bar provision is not allowed except through our bar manager. Please contact the Booking Secretary for details.</i>	Yes / No <i>(delete as appropriate)</i>
Provision of Entertainment (including music, films, etc) Please indicate if you will be using the Hall for: playing of live or recorded music; dancing; performance of plays or films; sporting events; other similar events.	Yes / No <i>(delete as appropriate)</i> <i>If Yes, please indicate what you are planning to do.</i>
We have a few cups and saucers in the kitchen for general use. Do you require access to our full crockery cupboard?	Yes / No <i>(delete as appropriate)</i>

Charges

A schedule of charges for Oakley Residents and Others is attached as an annex to this form. These are based on an hourly rate using the total usage time booked by you (including your set-up and clearing time). For any queries or non-standard hirings, please contact the Booking Secretary, or consult our website <http://oakleyvillagehall.org.uk/> .

Hire

On confirmation, we require full payment of the hire charge.

A Security Deposit of £115.00 is required 14 days before the event. This is held as security against damage etc. and refunded by cheque after the event if not required. More information about the Security deposit is set out in the Terms & Conditions on our website, section 21.

Payment

To pay the hiring fees by BACS the details are:

Account Name: Oakley Village Hall

Sort Code: 20 05 74

Account No: 40697486

Reference: Please use date of your event at the Hall as your reference.

If you wish to pay by cheque, please make cheques payable to “Oakley Village Hall”.

Confirmation of booking and payment will be issued by through our online booking system.

Accidents, and Health & Safety

There is no telephone in the Village Hall, so Hirers should ensure that they have a charged mobile phone, in case they need to contact the emergency services.

If you are making use of the Kitchen, please ensure that children in that room are supervised by adults at all times.

All accidents should be noted in the Accident Books, even if they are not serious. Accident Books are sited with the First Aid boxes: one is in the Kitchen, and one in the small room to the left of the stage in the Main Hall.

Please read section the Terms & Conditions for hire of Oakley Village Hall, on our website at <http://www.oakleyvillagehall.org.uk/more.html> In particular, sections 10 and 17 are relevant to the health & safety of you and your customers or guests.

Exceptional circumstances

In cases of extreme weather, natural disasters, or other unforeseen circumstances, the village hall management reserves the right to cancel or reschedule events. In such cases, a full refund or alternative date will be offered.

Damages

The Committee reserves the right to charge for damage to the hall or breakages. Special cleaning required as the result of an event will also be charged for at cost.

Please leave the hall clean & tidy at the end of your event.
All your rubbish must be taken away.

Please sign the agreement

PLEASE SEE OUR WEBSITE <http://oakleyvillagehall.org.uk/> FOR THE FULL TERMS AND CONDITIONS OF HIRE WHICH FORM PART OF THIS AGREEMENT.

IF YOU ARE UNABLE TO ACCESS THEM PLEASE ASK THE BOOKING SECRETARY TO EMAIL YOU A COPY

I hereby agree that I will ensure that the Hall and its facilities are used with due care and attention, and I accept liability for any damage to the Hall or its contents during my hire period. Cars will be parked with due care attention and noise will be kept to a minimum out of courtesy to local residents

I confirm that the information in this application to hire the facilities is correct.

I confirm that I have read and agree the Terms and Conditions of hire on the Oakley Village Hall website.

I confirm that this hire is not for a party for people between the ages of 13 and 19 years, inclusive.

SIGNED (Hirer):

DATE:

Oakley Village Hall uses personal data for the purposes of managing the Hall, its bookings and finances, running events at the Hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Booking Secretary.

CALCULATE YOUR HIRE CHARGES

Our Booking Secretary will calculate the charges for your hire of the facilities, but you might find it useful to use this schedule.

		Charge per hour, unless otherwise indicated	
		Oakley residents	Others
Main Hall	All times	£15.00	£25.00
Meeting Room	All times	£8.00	£15.00
New Year's Eve: (whole complex, 6pm – 1am)		£175.00	£250.00
<i>Minimum hire period for parties is three hours.</i>			
Wedding Receptions	9 am – 12.30 a.m. the following day (charge for the whole complex)	£300.00	£400.00
	3 Hours hire of the hall the previous evening (if available, so book early)	£25.00	£30.00
Extra for use of a Bouncy Castle, or similar	See Clause 23 in Terms & Conditions of Hire	£12.00 Flat rate	£12.00 Flat rate

Date(s) of Hiring

Time of hiring from.....to.....@ £.....per hour.

Total hiring fee £..... to be paid on booking

Security Deposit £ to be paid at least 14 days prior to the hiring

We will retain 50% of the deposit if a cancellation is made 14-30 days before the event, and we will retain 100% for cancellations within 14 days of the event.

Cancellations should be made in writing to oakleyvillagehall@gmail.com, and we will confirm them back to you by email. If you do not receive a confirmation email you should assume we did not receive your cancellation. Please re-check the email address you used – the Hallmaster email that confirmed your original booking is a 'no reply' service so you need to use Village Hall email.

Please read our full Cancellation policy, in Section 30 of the Terms & Conditions of Hire.

Layout of Oakley Village Hall

