

## Hornton Pavilion

### Contact Details:

Booking clerk Isabelle Harris, T- 01295 670304 E- [ii.harris@btinternet.com](mailto:ii.harris@btinternet.com) Belle Vue, Bell Street, Hornton.

Chairman: Glen Walther 01295 670627. Key holder: Kevin Wain 01295 670716

### Booking form & conditions of Hire

Event Details: \_\_\_\_\_

Date and Time of Booking: \_\_\_\_\_

Any additional set up/clearing up time required: \_\_\_\_\_

All Private functions will be required to pay a deposit, this will be collected at the time of completing and returning this form, this may be kept in total or part to repair/replace broken items and any damage. (See T & C's)

### Additional requirement details:

The hall hire comes with basic kitchen facilities; if you are preparing hot food please state.

If you are running your own bar and require a license please indicate so this can be obtained, (Please Note – Three week notice required).

If you are planning to use the football pitch for a marquee or other activities please indicate.

If you have guests planning to camp overnight please indicate this and state how many.

We also have a gas BBQ that can be hired & disco equipment with lights.

Additional Items Required: \_\_\_\_\_

\_\_\_\_\_

Hirers Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Email \_\_\_\_\_

I have read and agree to be bound by the full Terms & Conditions of hire.

Name. (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Date. \_\_\_\_\_

Payment £ \_\_\_\_\_ Deposit £ \_\_\_\_\_

Hiring Cost:

£10 per hour

Bar Licence £25

BBQ £10

Weddings – Please contact the booking clerk to discuss your requirements.

## Terms & Conditions

1. The hirer is responsible for all breakages, damage to the hall and any costs incurred in cleaning the hall/grounds if they are not left in a satisfactory condition.
2. At least three week's notice to be given if a booking is cancelled, you will also forfeit your deposit after this time.
3. The hirer must attend the event or an agreed appointee.
4. Hirers are requested to clean any spillages immediately to prevent accidents.
5. Hirers are responsible for reading the supplied "Safe use of step ladders guide" and are responsible for their own safety.
6. The hirer is responsible for turning off all lights and appliances and ensuring the hall is securely locked including all windows, fire exits and main entry doors.
7. The hirer is responsible for reporting any damage or breakages and the return of the keys within 24 hrs of the event ending.
8. Any club or organisation should carry public liability insurance in respect of activities using the pavilion.
9. Hirers are responsible for any equipment they bring and use on site.
10. Hirers are responsible for ensuring the safety of their event by ensuring the whereabouts of fire extinguishers, fire exits and ensuring exits are not blocked during the event.
11. Tables and chairs must be replaced and stacked in a safe manner.
12. The hirer is responsible for removal of excess rubbish and any glass/bottles need to be taken to the recycling bins found at the opposite end of the football pitch.
13. We recommend hirers to ensure no glasses are taken out onto the football pitch, if drinking outside plastic glasses should be used. If you do use glasses great care must be taken at all times, the football pitch is in regular use so any glass breakages must be cleaned up immediately. Please make all your guests aware of this.
14. The BBQ must never be used inside and should be cleaned after use.
15. Wall fixing must only use the wooden pelmet, no fixing to any other part of the walls or floor area is permitted. (Please Note; under floor heating pipes across the whole of the hall floor.)

### **Additional Bar Rules**

- 1. No under 18's behind the bar in a serving capacity**
- 2. No under 18's can be served alcohol**
- 3. The hirer will be made responsible and could be subject to prosecution**

Please note; a provisional booking will be held for 14 days for this form to be completed and returned to the booking clerk. After this time the booking will be removed from the calendar. Short notice bookings will require the form being completed when the booking is made.

The pavilion committee will ensure these terms and conditions are adhered to.