

MIDDLETOWN VILLAGE HALL

Booking Secretary
Kath Onions
18 Residential Park
Middletown
Welshpool
SY21 8EX
01938 570286

BOOKING AGREEMENT

HIRER

Name of Hirer	
Address	
Postcode	
Telephone	
Mobile Phone	

BOOKING DETAILS

Date of Event	
Time	From to
Kind of Event	
If a Party - please give full details	
If setting up & clearing away time required. Give details & times.	

BAR

Will alcohol be served?	
If yes - Name of your licence holder.	
Name of Stewards	1 2 3 4

FACILITIES REQUIRED

Main Hall with Kitchen	
Main Hall with Kitchen and Bar area	
Meeting Room	

I confirm the booking and agree to the Terms and Conditions

Signed (Hirer)	
Date	

MIDDLETOWN VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

1. The Hirer must pay a refundable deposit of £100-00 cash at the time of booking the Hall and its facilities. This deposit is refunded if the Hall and facilities has been left in good order and the terms and conditions have been met.
2. The Hirer is responsible for leaving the Hall and all its facilities, in the same condition as found - we do not employ a cleaner.
3. The hirer is responsible for providing their own tea towels, dishcloths etc
4. The Hirer is also responsible for turning off all lights and heating, locking all doors used and returning the key to such place the booking clerk / key holder requires.
5. The tables and chairs must be placed against the walls of the hall as found, but not so as to obstruct the fire escape doors.
6. All rubbish must be taken away by the hirer in the sacks provided - we do not have a rubbish collection by the County Council.
7. Failure to abide by these conditions will lead to the forfeiture of the £100 deposit and liability for any further cost to clean up, and, or repair damage.
8. Any damage to the fabric of the Hall or the tables and chairs or kitchen equipment must be made good on a new for old basis. The key holder has a list of the Inventory of the Hall, it is in you own interest that you check this list before using the Hall and its facilities.
9. The Hirer of the Hall must be aware of the limit to the number of persons allowed under regulations. A maximum of 180 persons which must never be exceeded, only 120 persons are allowed at a seated event. There must be 4 stewards at all events.
10. The bar facilities can be hired as an extra cost to the hire of the rest of the facilities. The cost of this will be advised by the booking clerk. There must always be stewards for bar events, these will be 4 in number, or any number that the Police require.
11. No animals may be brought into Middletown Village Hall other than registered Guide Dogs for the Blind.

I confirm that I have read and agree to the above Terms and Conditions

Signed (Hirer)	
Date	

Confirmation

Signed on behalf of Middletown Village Hall Committee	
£100 cash deposit	
Date	