

# Little Eaton

**Booking Clerk,**

Barbara Adams  
8 Station Road  
Little Eaton,  
Derby. DE21 5DN



# Village Hall

**07805 053180**

-----e-mail----- [bookings@littleeatonvillagehall.com](mailto:bookings@littleeatonvillagehall.com) -----

**BOOKING FORM PLEASE COMPLETE IN BLOCK CAPITALS.**

**For available dates please contact the Booking Clerks. They're here to help!**

Name of Hirer (person).....

This person should be a responsible adult who will be in charge of Health and Safety, Fire and No Smoking precautions and Alcohol Consumption (if any), during the hire period.

Organisation (If Applicable).....

Address of Hirer .....

Post Code..... Phone..... E-mail.....

Purpose of Hiring .....

Please indicate if alcohol is to be consumed during the event. Yes.....No.....

Please indicate if you have a Child Protection/Vulnerable Persons Policy. Yes.....No.....

Alcohol Consumption is covered by the Hall's Premises Licence. All events at which alcohol is consumed are required to enclose a separate £250 bond. The premises are to be evacuated by 11 pm in the case of all evening events.

Rooms required	Dates	Time From	Time to	Hours	Rate £	Charge £
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I enclose a **cheque** in respect of hire charges of.....£.....

I enclose a separate **cheque** for £250 in respect of a bond charge.....£.....

~~Cheques to be made payable to~~ **LITTLE EATON VILLAGE HALL** TOTAL.....£.....

**By signing this form you are agreeing to all the Terms & Conditions of Hire of Little Eaton Village Hall.**

**SIGNED.....HIRER**

**DATE .....**

Please return this page to the Booking Clerk. Confirmation will be sent on receipt of your form.



## Terms and Conditions of Hire.

Bookings are only acceptable when made on this official booking form by a responsible adult. The Hall Management Committee reserve the right to refuse, cancel or impose special conditions where appropriate to any booking. In the event that a booking coincides with a sporting club fixture, every effort will be made to accommodate you.

**The person signing the booking form is responsible for the Health and Safety of all persons during the hire period. You should make yourself aware of the Fire Evacuation Plan, the position and use of all Fire Protection Equipment and the location of First Aid Boxes and Incident Reporting Forms. This information can be found on the Entrance Lobby Notice Board. If alcohol is consumed you will be responsible for the prevention of excessive and underage consumption. If this condition is found to be breached the Police will be informed immediately.**

Single bookings must be accompanied by this completed hire form and all due monies and deposits. They cannot be accepted less than 14 days in advance. Block bookings cannot be made for Saturday evenings. All other bookings are subject to availability. The Hall Management Committee reserve the right to waive these conditions in exceptional circumstances. In the event of a cancellation see cancellation policy under section 21.

### Opening and Closing the Village Hall.

For single bookings the Village Hall will be opened up for you and closed afterwards, details will be given at the same time as your booking is confirmed. For block bookings you will be provided with your own key and entry code, details will be given along with your booking confirmation. Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or remain after the hire period. **You should include setting up and clearing away time in your booking to avoid clashes with other users** Please telephone 07805 053180 – booking clerk in case of any difficulty. **Please leave the facilities in a clean and tidy state. All recyclable waste may be placed in the recycling pod at the entrance to the car park. All food and non-recyclable waste should be taken home. Failure to comply with this may result in further charges or the forfeiture of your deposit.**

**Safety - The Village Hall has a Non Smoking Policy. This is a legal requirement.**

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits to the Emergency Assembly Point in the Car Park. The Fire Brigade should be called by dialling 999. The exact location of the fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. This information can be found on the Lobby Notice Board. Please use the trolleys provided for moving chairs and tables in order to avoid injury. The Village Hall's Health and Safety file is available upon request. The Fire Manual with instructions, torch and reflective jacket is in the upper disable toilet window. First Aid Boxes are located in the Cafeteria/Bar, Main Kitchen and the Lower Hall Kitchen.

**Location and Use of Fire Equipment for Hirers - Please familiarise yourself with the Fire Evacuation Procedure which can be found on the Entrance Lobby Notice Board, and the position and use of the fire equipment.**

**Power Circuits/Heating** - Please let the booking clerk know if you need the Village Hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the Village Hall being too cold or hot for subsequent users.

**Hall Telephone** - The Village Hall has no telephone, you are advised to bring a fully charged mobile telephone for use in case of emergency.

**Car Parking** - Vicarage Lane is a public road and this must not be obstructed. The Village Hall car park will accommodate 50 cars if they are parked sensibly. The Car Park is available free of charge to all hirers of the Village Hall Complex. This is not exclusive as there may be other events on St. Peters Park.

**Consideration for Others** - Please ask guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents. Complaints could jeopardise any future bookings you might make. Drawing pins, sellotape, duck/gaffer tape are not to be used on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters. Please leave the Village Hall clean and tidy. In particular we ask you to ensure all equipment is cleaned if necessary prior to being stored away.

**Faults/Damage/Comments** - Please report any faults or damage to the Booking Clerk/Caretaker as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Village Hall.

**Disclaimer: Ultimate responsibility for running any event in a lawful manner rests with the Hirer. Whilst we may highlight information which may help to achieve this we cannot be held accountable for the accuracy or completeness of the guidance. In particular the absence of advice cannot be taken as implying any form of approval**