

WILBERFORCE HALL BRIGHTSTONE BOOKING FORM

To hire or check Hall availability please contact :
Booking Secretary. Tel 07713339109. Email : wilberforcehall@btinternet.com

**I wish to hire the Wilberforce Hall and I agree to the Wilberforce Hall holding
the data below. I am over 21 years old.**

NAME OF HIRER			
ADDRESS			
E.Mail / Telephone	/		
PURPOSE OF HIRE			

ONE OFF EVENT #	DATE	AM / PM / EVE / DAY*	REFERENCE (Hall use only)
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Once a reference is notified, full payment must be received within 7 days or the reserved booking may be cancelled without notice.

REGULAR EVENT	PLEASE SPECIFY DAY	AM / PM / EVE/ DAY*	REFERENCE (Hall use only)
FROM TO			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please advise the Booking Secretary as soon as possible if any booking details are subject to change.

*Sessions: AM : up to 12 noon. PM : 1pm – 6pm. Evening: 7pm – 12 midnight.
£17 per session or part of, any day of the week. Charges include the use of tables, chairs and certain electricity, heating and kitchen facilities. There is a 20p meter in the kitchen for electrical kitchen appliances and a £1 meter in the lobby cupboard for the additional wall heaters.

(continues overleaf)

DECLARATION

I have read, understand and agree to abide by the Conditions of Hire, local instructions and emergency procedures for the Wilberforce Hall. As the Wilberforce Hall holds records of booking information collected from this Application Form, it is essential that we comply with the Data Protection Act 1998 and amendments. Information is only used to communicate Hall activities deemed to be of interest to hirers. This is mainly by email using BCC. Hirer information will be deleted twelve months after the last hire. The data held is in a password protected spreadsheet by the Hall Secretary. The data held will not be shared with any other organisations. Other committee members may request information from the Secretary to communicate relevant activities to hirers. Confirmation of data held can be obtained, by request, from the Secretary. Data can be audited by request through the Secretary.

Signed	Date

PAYMENT

- Preferred method BACS to: “The Wilberforce Hall”

Sort Code 40-34-26 Account Number 61746634

- Or: I enclose a cheque / cash for : £ _____
(Cheques made payable to ‘The Wilberforce Hall’) to :
Hall Bookings, “Wisteria”, Upper Lane, Brightstone, PO30 4BA

**Please show your Booking Reference on all one off payments.
For regular hires please show the dates covered by your payment**

Include a stamped self-addressed envelope (if a receipt is required).

ACCESS

For daytime bookings, the **DAY KEY** must be collected from and returned, immediately after the Hire, to the Village Shop (Post Office) in Main Road.

For evening bookings the **NIGHT KEY** must be collected from the Village Shop (Post Office) in Main Road, before 17:00 and returned to the Village Shop on the morning after the Hire or posted into “Leigh Cottage” (next to the Post Office) on the evening of the Hire .

**** PLEASE READ THE CONDITIONS OF HIRE CAREFULLY ****

WILBERFORCE HALL- CONDITIONS OF HIRE

1. The cost of letting is reviewed annually and current hire rates are shown on the Booking Form.
2. The Hall License limits attendance to 80 people.
3. We regret we are unable to let the Hall for adult public discos where tickets are sold on the door. This does not apply to children's discos (private functions only) where tickets are sold in advance.
4. The Hirer is responsible for any damage or loss to the Hall and grounds during the hire period, and for the Hall and grounds being left in a clean condition. If the Hall and grounds are left in an unsatisfactory state, additional costs for cleaning, repairs or loss replacement may be levied on the Hirer.
5. The Hirer is responsible for the security of the Hall for the duration of their hire period and must ensure that the Hall is supervised or kept locked when unoccupied.
6. All bookings include use of kitchen and contents. All equipment e.g. cooker must be left clean. Floors to all areas must be swept and tidied after use. Mops and brooms are to be found in the cupboard in the entrance lobby. Toilets and sinks must be left clean and tidy as found. Please note: Water boilers, kettle, teapot, cutlery and crockery are provided but hirers must supply their own pots, pans and cooking utensils.
7. Tables, having been wiped over, must be returned to the store cupboard in the entrance lobby. All rubbish must be removed and disposed of by the Hirer – there will be an extra charge if this request is not adhered to. Chairs to be stacked neatly in FOURS against the wall of the Hall.
8. Any equipment used must be returned to its proper storage space after use.
9. No additional heaters may be brought into the Hall.
10. The Hirer must fully indemnify the Wilberforce Hall and is totally responsible for any electrical equipment brought onto the Hall premises by the Hirer, or on behalf of the Hirer (i.e. Music players, Disco equipment, etc.).
11. Decorations such as balloons and streamers may only be attached by BluTac . **DO NOT USE PINS OR ADHESIVE TAPE**. Decorations must not be placed near or tied to, lights or heaters.
12. **FIRE**
12.1 The Hirer must nominate a user representative (UR) to take charge in case of fire and should be familiar with the Fire procedure displayed in the Hall and Kitchen.
- 12.2 The Fire Exit lights must be lit when the Hall is in use. Designated switches are located under each lightbox.
- 12.3 Fire Doors must remain closed and unobstructed at all times.

12.4 The location of fire extinguishers is shown on the Hall plan. Their improper operation may result in an additional charge.

12.5 The UR (ref 12.1) must ensure that all persons at the Hall can escape unimpeded through all designated Fire Exits. The Assembly Point is in WARNES LANE CAR PARK opposite this Hall.

12.6 If a fire is discovered the competent person should ring the Fire Services on 999.

12.7 Smoking – In accordance with the Law, Smoking (including E.Cigarettes) is prohibited in the Hall.

12.8 The ignition of any naked flame (eg candle) in the Hall is expressly forbidden.

12.9 The bringing Fireworks into, or the ignition of Fireworks in the Hall or grounds, is expressly forbidden.

13. There is a basic First Aid Kit with accident forms in the kitchen. Completed accident forms should be passed to a Hall committee member. (details are on the front door).

14. The Hall is NOT licensed to sell alcohol. The Hirer must obtain a licence if they want to sell alcohol. The Hirer must obey the alcohol Laws with regard to underage drinking. To comply with insurance conditions, no alcohol, food or drinks may be stored in the Hall overnight. No alcoholic prizes can be offered to those who are underage at raffles.

15. The Hirer must ensure that at least one person with a Health and Hygiene certificate is present when food is sold or the kitchen operated for the sale of refreshments to the public.

16. Private functions are covered under the Wilberforce Hall Public Liability Insurance. Hirers for commercial events must provide their own Public Liability Insurance. Hirers intending to use other external equipment (eg Bouncy Castles) must provide their own Public Liability Insurance.

17. Organisations using the Hall for children under the age of 18, or for any category of vulnerable adult, should ensure that they have their own policies and procedures in relation to safeguarding, and that these are adhered to.

18. Please ensure that you park responsibly, especially when loading and unloading. Car Park facilities are available in Warnes Lane opposite the Hall.

19. To respect our neighbours, please be as quiet as possible when leaving the Hall, especially if it is late at night. The Hall must be vacated by 12 midnight.

20. Please ensure that the wall heaters (if used) and lights are switched off, and all doors and windows are securely closed when you lock up and leave the Hall.

21. The Wilberforce Hall Committee reserves the right to change these Terms and Conditions at any time at their discretion.

The Wilberforce Hall is managed by a voluntary committee and only funded by income from lets and local fund raising. We would welcome any thoughts you may have on how we may be able to improve our service or facilities.