

Dear Hirer

Welcome and thank you for thinking about hiring Aldbury Memorial Hall for your event.

The Aldbury Memorial Hall is a registered charity with a remit to provide an affordable quality venue for the Aldbury Village residents and the surrounding communities.

Please ensure that you read the hire conditions for the hall and ensure that all regulations are complied with during your hire of the hall.

The Trustees welcome feedback about the hall, booking papers and website, please use the contact us link on our website:

[www.aldburymemorialhall.org](http://www.aldburymemorialhall.org)

or email:

[Bookingsaldburymemorialhall@gmail.com](mailto:Bookingsaldburymemorialhall@gmail.com)

We hope that you choose the Memorial Hall for your event and wish you every success.

Yours faithfully,  
Aldbury Memorial Hall Trustees



# Booking Form

PLEASE COMPLETE THIS FORM AND SIGN WHERE INDICATED RETURN TO THE BOOKING SECRETARY BY POST/HAND OR BY EMAIL [bookingsaldburymemorialhall@gmail.com](mailto:bookingsaldburymemorialhall@gmail.com)

Name of Hirer:..... Date of Hire: .....

Hirer email address:.....

Village resident:                  Committee:                  Non Resident:                  Commercial:

Session required: morning                  afternoon                  evening                  all day

Reason for Hire:.....

Kitchen required: yes    no                                  Crockery required: .....

Number of people (limit on premises: 100 people):

One off booking:                                  Number of sessions booked:

Date from:                                  Date to:

## Booking and payment Information

THIS AGREEMENT is made between the Management Committee and the Hirer named above whereby in consideration of the sum(s) mentioned. **(A)** THE COMMITTEE agree to permit the Hirer to use the premises for purposes described above **(B)** THE HIRER agrees with the committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's 'Standard Conditions of Hire'

**Hiring charge:** cash                  cheque                  Bank transfer                  Amount:

**Account details:** Metro Bank, Sort Code: 23-05-80, Account: 37116912

**Payments:** All payments to be made in advance. All bookings are confirmed only when a signed copy of the agreement, together with the fee, is received by the Booking Secretary.

Keys can be collected from the village shop prior to 17.30, after 17.30 by arrangement with the booking secretary.

**All rubbish to be removed and disposed by hirer, hall must be left clean and tidy. Please do not stick anything on the walls, hooks are provided at picture rail height. Please do not throw confetti in the hall or surrounding outside areas. Please report accidents and injuries to the booking secretary, the accident book can be found in the kitchen.**

Please sign and date this agreement, confirming that you have read a copy of our Terms and Conditions of Hire and have understood them and agree to abide by them.

Signature: .....

Date: .....

## Booking Secretary contact information

Name: Kate Carter Tel: 01442 851802 Address: Cherrycroft, Trooper Road, Aldbury, HP23 5RW

# ALDBURY MEMORIAL HALL STANDARD TERMS AND CONDITIONS

If the hirer is in any doubt as to the meaning of the following the Hall Booking Secretary should immediately be consulted.

For the purposes of these conditions, the term HIRER shall mean an adult, either as an individual hirer or where the hirer is an Organisation, the authorised representative of that Organisation.

1. If the hirer is in any doubt as to the meaning of the following, the Hall Booking Secretary should immediately be consulted.
2. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the Fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
3. THE HIRER shall not use the premises for any purpose other than the described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof and not allow the consumption of alcoholic liquor thereon without written permission.
4. THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor or from the Phonographic Performance Ltd or otherwise and for the observance thereof.
5. THE HIRER shall ensure nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Public music and dancing and entertainment of a like kind are allowed on weekdays and musical entertainment only on Sundays.
7. THE HIRER shall, if preparing, serving or selling food observe food health and hygiene legislation and Regulations and leave the kitchen in a clean and tidy condition.
8. THE HIRER shall ensure that any electrical appliances brought to and used there shall be safe and in good working order.
9. THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
10. IF THE HIRER wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the committee.
11. THE HIRER shall ensure that the minimum of noise is made on arrival and departure. The noise level created through the activities within the hall during the hiring will not exceed an acceptable level to cause annoyance to residents in close proximity.
12. THE HIRER shall ensure that in the absence of the written agreement of the Committee no dogs with the exception of guide dogs are brought into the hall.
13. AT THE END of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily moved from their usual position are properly replaced otherwise the committee shall be at liberty to make an additional charge.
14. THE COMMITTEE reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election in, which case the HIRER shall be entitled to a total refund of any fees already paid relating to the cancelled hiring(s).

15. IN THE EVENT of the hall or any part there of being rendered unfit for the use for which it has been hired, the committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
16. THE HIRER shall ensure that any activities for children under eight years of age comply with the Provisions of The Children's Act 1989 and that only fit & proper persons who have passed the appropriate DBS checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Booking Secretary with a copy of their DBS check and Child Protection Policy on request.
17. THE HIRER MUST whilst using the hall, report to a member of the Aldbury Memorial Hall Management Committee without delay, any incident or accident that occurs within the hall together with names of any witnesses.
18. The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.
19. Drunk and disorderly behaviour and supply of illegal drugs The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.
20. Smoking The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breachesthis provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke cause a fire.
21. Explosives and flammable substances - The hirer shall ensure that: (a) Highly flammable substances are not or used in any part of the premises and that (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee.
22. The Hirer, shall ensure fire safety equipment is not missused or removed from its designated locations and ensure that fire and other exits are not blocked.
23. The Hall has a licence with the Performing Right Society for the performance of copyright music.

**Permissible hours for public entertainment:**

Monday-Thursday – 12:00noon to 23:00                      Friday and Saturdays – Noon to Midnight  
Sunday – Noon to 23.30

**Smoking is not permitted in the Hall**

The maximum number of people allowed in the premises 100

Please do not throw confetti inside or outside the hall.

Please report all accidents and injuries to the booking secretary, the accident book is in the kitchen.

- Base price is £10 per hour
- Minimum booking of 2 hours for any session i.e. £20
- For afternoon parties minimum booking is 3 hours i.e. £30
- For evening parties minimum booking of 5 hours i.e. £50
- Commercial and Filming organisations: pricing on request to the Booking Secretary via the [Contact Us](#) form.