



How to make Single bookings

We have prepared these 2 pages to guide you in making a booking at Houghton Village Hall. More information and pictures are on our website at www.houghtonvillagehall.org.uk. Below is "how to do it", the second page is the Booking Form. A copy of our terms and conditions is attached. Please read the instructions below carefully.

- a) **By requesting to make a booking for hire of Houghton Village Hall you are accepting the full Terms and Conditions of Hire**, which are attached to this document (and also available for download at: <http://houghtonvillagehall.btck.co.uk/Howtobook>.) Please note especially section 4(c) relating to parking and sections 2(c) and 2(d) relating to your insurance obligations, and Premises licence conditions 2(h) and 2(i), and section 4 and 4(h) relating to your presence at all events.
- b) **Please complete the Booking Request and Agreement Form sections 2,3,4,5 (the grey areas) as fully as you can.** Ignore the boxes "for office use" which will be filled in by the Bookings Secretary. If you have any queries, please consult our website, or email specific queries to bookings@houghtonvillagehall.org.uk. When complete, sign the form. Send the form (just page 2), either as paper copy to: Bookings Secretary, Houghton Village Hall, Main Street, Houghton on the Hill, Leicester LE7 9GE or scan and email to the bookings email above.
- c) **The Bookings Secretary will complete the form, deal with any queries, and arrange a meeting at the village hall for your viewing and discussion of your event as necessary.** When this is completed, the Bookings Secretary will sign the BOOKING REQUEST & AGREEMENT FORM and return a copy to you with an INVOICE for the hire charges and deposit. On receipt of the invoice, you will need to make payment for your hire as follows. Once signed by both parties any changes will incur an administration fee equivalent to 1 hour hire charge, plus any additional hire charges (see Clause 3 of T&C's)
- d) **If the date of the event is less than one month from the date of the invoice**, full payment will be due together with a separate security deposit. You may pay by Bank Transfer (preferred), cheque or cash. We will hold your booking for 1 week to enable you to send your payment(s), after which we reserve the right to offer that booking slot to other interested parties.
- e) **If the date of the event is more than one month from the date of the invoice** a down payment as shown in section 6 of the completed booking form will be due. We will hold your booking for 1 week to enable you to make this payment, after which we reserve the right to offer that booking slot to other interested parties. It is your responsibility to send the remaining proportion of the booking fee one calendar month before the date of the event, together with the full amount of the security deposit. The security deposit may be paid BACS, or by cheque made out to "Houghton Village Hall" and dated for the date of the event.
- f) **Please make all cheques payable to "Houghton Village Hall" and mail them with a copy of the invoice to: Mr M.Scuse, Houghton Village Hall Treasurer, 30 Firs Road, Houghton on the Hill, LE7 9GU**

Useful Notes:

Security deposit (see also Terms & Conditions: 1(d)).

This is to cover any damage, breakages, additional cleaning or missing items that may occur during the hire. If none of the foregoing occur, your security deposit will be returned after the event. A cheque will be destroyed after the event.

Other Queries and contact methods:

If there are any queries about individual hire arrangements or the conditions above, please contact the Bookings Secretary by using the email address: bookings@houghtonvillagehall.org.uk Hard copy messages can be left at the postbox on the hall during your visit, or mailed to: Houghton Village Hall, Main Street, Houghton on the Hill, Leicester LE7 9GE.

Please be aware:

Houghton Village Hall is a registered charity. The activity of the hall is managed and supported entirely by volunteers. This minimises the overhead costs for the hall and provides a community resource with low hire charges. A consequence of this is that while we seek to provide a good level of service, responses to queries by email or other means will not be as rapid as those from a permanently staffed office, and appointments to view the hall will be arranged depending on the availability of a volunteer at a time when the building is not in use.

Separate conditions apply for regular bookings. Consult our Bookings Secretary at bookings@houghtonvillagehall.org.uk



BOOKING REQUEST & AGREEMENT FORM

(Reg. Charity No. 521432)

| | |
|-----------------|-----|
| INV#: | HVH |
| OFFICE USE ONLY | |

THIS AGREEMENT is made between Houghton Village Hall(1) and the HIRER(2) named below whereby in consideration of the charges as advertised, and to be confirmed by separate invoice:

A) – Houghton Village Hall agrees to permit the hirer to use the premises and facilities (3) for the purposes (4) and for the hire period(s) (5) described below, viz:

| | | |
|----------|--|------------|
| 1 | Houghton Village Hall, Bookings Secretary, Main Street, Houghton on the Hill, Leicester LE7 9GE | |
| | Email: bookings@houghtonvillagehall.org.uk | Tel: <TBC> |
| 2 | The Hirer's Name (must be over 18 years old) | Name: |
| | Organisation (if applicable) | |
| | Contact full postal address | Add1: |
| | | Add2: |
| | Mobile: | Add3: |
| | Tel: | City: |
| | Email: | Postcode: |

| | | |
|----------|---|---|
| 3 | Facilities Required | Facilities to be provided by Hirer |
| | <input type="checkbox"/> Main Hall | <input type="checkbox"/> Bouncy Castle (inside?/outside?) |
| | <input type="checkbox"/> Club Room | <input type="checkbox"/> External Caterers |
| | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Crockery | |
| | <input type="checkbox"/> Glassware | |
| | <input type="checkbox"/> Dishwasher | |
| | <input type="checkbox"/> Cutlery | |
| | <input type="checkbox"/> Linen Tablecloths(£) | |
| | <input type="checkbox"/> Parking Cones | |

| | | | |
|----------|---|---|--|
| 4 | Is the Event PUBLIC (selling tickets)....? | or.... PRIVATE (non-paying guests) | (tick one box only) |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Type of Event (Tick all relevant boxes) | <input type="checkbox"/> Dance | <input type="checkbox"/> Supplying Alcohol |
| | <input type="checkbox"/> Childrens' Party | <input type="checkbox"/> Dinner-dance | <input type="checkbox"/> TENS licence |
| | <input type="checkbox"/> Other Family Party | <input type="checkbox"/> Sport-related | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Wedding-related party | <input type="checkbox"/> Quiz night | |
| | How many people? (enter estimates) | Total number of adults | Total number of children |
| | Any Other Information: | | |

| | | | |
|----------|---|---------------|------|
| 5 | Date(s) and Time(s) of Hire, which must include time for setting up the event, and cleaning up afterwards. | | |
| | Date: | Times: Start: | End: |

B) THE HIRER agrees with Houghton Village Hall

- to be present throughout the period of hire and
- to perform the provisions and stipulations contained or referred to in the Terms and Conditions of Hire for the time being in force as attached to the form (an understanding of which the Hirer acknowledges)
- together with the special conditions:.....

| | |
|--|--|
| Please tell us how you discovered our hall: | |
| OFFICE USE ONLY: Signed for Houghton Village Hall: | Signed by the hirer (2) (on behalf of the organisation where applicable) |
| Date: | Date: |

| | | |
|--|-----------------|----------------|
| OFFICE USE ONLY: Hire and Other charges | Other: £ | Hire: £ |
| Total charge for the facilities requested (Hire + Other) | £ | |
| Down payment due now to confirm booking (50% of Hire + Other charges) | £ | |
| Balance to be paid in full one month before the event | £ | |
| Security Deposit (separate cheque to be supplied now / with the balance payment) | £ | |

Please return this form to: The Bookings Secretary, as at (1) above, as paper copy or email.