

THE BERNARD HALL

THE BERNARD HALL
CUDDINGTON



HIRING FORM

Hirer's Name: Address:	Home Telephone: Mobile Telephone: Email Address:
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Name and Address for invoice if different from above:

Club/Organisation (if applicable):

Purpose of hire:

Date of hire:	Time of hire	From:	To:
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Heating required?	Yes <input type="checkbox"/>	Time heating required	From:	To:
	No <input type="checkbox"/>			

Public address system required? (see Conditions of Hire overleaf)	Yes <input type="checkbox"/>	Stage lighting required? (see Conditions of Hire overleaf)	Yes <input type="checkbox"/>
	No <input type="checkbox"/>		No <input type="checkbox"/>

Cinema projector and screen required? (see Conditions of Hire overleaf)	Yes <input type="checkbox"/>	China dinner plates required?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>		No <input type="checkbox"/>

Will alcoholic drink be sold or included in the price of the ticket, or will regulated entertainment e.g. live or recorded music be provided?	Yes* <input type="checkbox"/>	* If Yes, see Condition of Hire 11 overleaf. Name of person submitting a Temporary Event Notice to Aylesbury Vale District Council:
	No <input type="checkbox"/>	

TOTAL AMOUNT DUE FOR HALL HIRE (see Hire Charges overleaf): £

I have been given a copy of the Conditions of Hire. I have read and understood the Conditions of Hire and agree to abide by them. I am over 18 years of age.

Signature of Hirer: _____ Date: _____

For completion by Booking Secretary:
Club/Organisation:

Total Time From: _____ To: _____ Date of hire: _____

Heating From: _____ To: _____ PA System Stage lights

Your attention is drawn to the Conditions of Hire and Checklist on the following pages

The Bernard Hall Management Committee reserves the right to refuse this application for hire. The Management Committee's decision is final. The application will not be permitted unless the Hirer agrees to abide by the Conditions of Hire. **The booking will not be considered firm until this form is completed and returned to the Booking Secretary at the address below with a cheque for the full amount due, payable to 'Trustees of Bernard Hall Cuddington'.**

Booking Secretary: Zoe Gibson, Stonehills, Dadfield Close, Cuddington, Aylesbury HP18 0BH

Telephone 01844 291349 Email zegibson@yahoo.co.uk

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HIRE CHARGES

Standard Rate Monday to Friday	Weekend Rates 5.00 pm Friday to Midnight Sunday		Heating
9.00 am – Midnight	9.00 am – 5.00 pm	5.00 pm – Midnight	24 hours
£7.50 per hour	£7.50 per hour	Flat rate £75.00 (excl. Heating)	£3.00 per hour

DEPOSIT for parties (payable as a separate cheque): Children under 12 years **£50**; All others **£200**

CONDITIONS OF HIRE

1. The Hall must be hired for the full number of hours for which it is needed. **Important: Any setting-up and/or clearing-up time required must be included in the hours that you book.**
2. The Hall is managed on a non-profit-making basis and there is no caretaker. Hirers must make their own arrangements for setting out and cleaning the Hall, and must allow time for doing so when booking.
3. To comply with Fire Regulations, the maximum number of people permitted inside the hall is 200. Hirers are responsible for ensuring that this number is not exceeded at any time. When people are to be seated however, the maximum practical number is substantially less.
4. The Bernard Hall Management Committee requires to ensure that all hirers/users of the Hall are aware that the safeguarding of any children or vulnerable adults is the responsibility of the hirers. Acceptance of this safeguarding policy is part of the agreed contract taken out on hiring the hall.
5. China dinner plates are available for use free of charge. Please indicate on the booking form if these are required.
6. Safety: Hirers are responsible for ensuring that the Hall is used safely. Heating, lighting and other electrical equipment must not be altered or tampered with in any way.
7. Lights: Please turn ALL the lights off when you leave the building.
8. The Hall has a public address system, for use in the Hall only, which can be hired for £30 per hiring. The PA system will be set up for you by one of the hall technicians. If the PA system is required, it is the responsibility of the hirer to request it **at least two weeks before the date of hire** by contacting Chris Long, email address chrisdglong@hotmail.com
9. The Hall has stage lighting, which can be hired for £30 per hiring. Instructions for use are supplied. The stage lighting controls are not suitable for use by children. If the stage lighting is required, it is the responsibility of the hirer to request it **at least two weeks before the date of hire** by contacting Chris Long, email address chrisdglong@hotmail.com
10. Cancellation: When a booking is cancelled up to four weeks before the date of hire, a full refund will be given. No refund will be given for cancellations less than four weeks before the date of hire.
11. **Cleaning, damage and litter: Hirers must ensure that the Hall is left clean, tidy and in good repair. There is a large, standing ashtray in the foyer; please place this outside prior to your event for your smokers, and then clean and replace it after use. The Hirer must take home all rubbish at the end of the hiring. There is no Council rubbish collection from outside the Hall building. The Hall will be checked after each function (see checklist on following page) and the Hirer will be charged for any cleaning, repair or rubbish removal costs incurred.**
12. **If you will be selling alcohol at your event, you must obtain written permission from the Bernard Hall Management Committee, who will explain the necessary licensing requirements and responsibilities.**

THE BERNARD HALL

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HIRING CHECKLIST



The following points will be checked by the Bernard Hall Management Committee after each hiring

1. Hall and kitchen floors to be left clean and tidy, swept and mopped.
2. Inside and outside of Hall to be free of rubbish and litter, including cigarette ends.
3. Standing ashtray to be cleaned and left in the foyer.
4. Kitchen work surfaces to be cleaned.
5. Dishwasher to be emptied of water and cleaned as per the instructions on the kitchen wall.
6. Fridge to be switched off and left with the door open.
7. Kitchen hatch shutter to be left down, with the key in the lock and turned to the locked position.
8. Any tables used to be cleaned and returned to the storage position at the back of the stage.
9. Toilets/washrooms to be left clean.
10. All radiator thermostats to be left in the fully 'on' position (turned fully anti-clockwise).
11. All lights to be switched off.
12. The building fabric and inventory will be checked for damage and any necessary repairs will be charged to the Hirer. The following items in particular will be inspected:
 - Kitchen equipment
 - Mirrors on rear wall
 - Light bulbs
 - Public address system (if used)
 - Stage lighting (if used)