

APPERLEY VILLAGE HALL
Sawpit Lane, Apperley, Gloucester, GL19 4DP

Booking Form (General)

Bookings Secretary: Pete Woodthorpe, Woodlea, School Road, Apperley Glos GL19 4DJ (Tel – 01452 780 610)
Email: peteandsuewood@uwclub.net

Reserve: Ken Fraser, Pink Cottage, Apperley, GL19 4DQ (Phone: 01452 780 942)
E-mail: mainz77@hotmail.com

Hirer's Name

Address

Telephone Number (Daytime) (Evening)

E-mail

Date Required Time From : To:

Type of Function Estimated Number Attended

Hall Facilities Required (tick as appropriate) All Main Hall Kitchen Annexe Room

Hire Charges per hour / day £ £ £ £

Will you be hiring outside caterers? Yes / No If yes, please give name and address below

Post Code:

Will the event include a licenced bar? Yes / No If Yes please give the name and address of the person responsible for the bar below:

Post Code:

Note: Functions involving Bar Facilities are subject to the issue of Temporary Event Notices (see notes 2 to 4 overleaf), for which details are available from Tewkesbury Borough Council. The Village Hall Committee advises that the bar should be operated by a licensee; however this is not compulsory under current legislation.

THE PERSON IN CHARGE (WHO MUST BE 25 YEARS OLD OR OVER) is responsible for the supervision and good conduct of the function in accordance of (a) Fire and Safety Regulations, and (b) Rules concerning the preparation and handling of food. The Regulations and Rules are displayed in the Hall.

Person(s) in Charge:

Signature Name (Block Capitals)

Address

Signature Name (Block Capitals)

Address

Deposit Enclosed £ Date:
(see Note 2 overleaf):

(Cheques to be made payable to Apperley Village Hall)

THE BOOKING WILL NOT BE VALID UNTIL THE BOOKING FORM AND DEPOSIT HAVE BEEN RECEIVED.
FOR YOUR OWN INFORMATION AND THE GENERAL SMOOTH RUNNING OF YOUR FUNCTION PLEASE SEE THE NOTES OVERLEAF. PLEASE ALSO NOTE THERE IS NO TELEPHONE WITHIN THE HALL.

<i>Office Use Only</i>	
Total	£
Deposit	£
Balance	£

APPELEY VILLAGE HALL
Registered Charity in accordance with Charities Act (1960)
RULES (Revised: 10 March 2012)

1. Applications for the use of the Hall must be made to the bookings secretary. In the event of the Bookings Secretary being unavailable, application should be made to the Reserve.
2. A deposit of £25 (or the full fee if less than £25) must be paid to the Bookings Secretary when submitting the application. **The application will not be confirmed until the completed booking form and the deposit (or full fee) have been received by the Booking Secretary.** At least ONE of the signatories to the application for (TWO in the case of a function involving Bar Facilities) must be in attendance throughout the function.
3. Applications for the use of the Hall for any function requiring Bar Facilities must be signed personally by TWO adult elected officers of the organisation concerned or, in the case of a private function by TWO adult guarantors who will be responsible for the supervision and good conduct of the function throughout its duration.
4. **BAR FACILITIES will be permitted at the discretion of the Village Hall Committee. Where such permission is given, the hirer must ensure that a Temporary Event Notice is issued to the Licensing Officer at Tewkesbury Borough Council and to the Licensing Department of Gloucestershire Constabulary at least ten working days prior to the event.**
5. No intoxicating drinks may be sold for consumption on the premises except as may be permitted in Rules 2 to 4 above. However, the committee may, if requested in writing, permit alcoholic drinks to be brought onto the premises by individuals for their own consumption or to be served as a free gift on special occasions.
6. The licence for Music and Dancing is limited to 180 persons.
7. Fire and Safety Regulations, and Rules for the preparation and handling of food, are displayed in the Hall and must be strictly observed. Copies are available from the Booking Secretary.
8. For private Functions the Hall must be vacated and closed by 23:30 hours (Sunday to Friday) and 01:00 hours (Saturday) unless otherwise agreed by the committee. **Note: Public Functions governed by the Premises Licence** require closure by 01:00 hours.
9. All losses, breakages and damage to the Hall or its contents during the period of a function must be notified to the Bookings Secretary within 24 hours of the event, and must be reinstated at the Hirer's expense by arrangement with the Committee.
10. Hirers will be charged in full for CANCELLED BOOKINGS unless notice is given to the Bookings Secretary at least fourteen days prior to the function.
11. No bicycles, mopeds or any other form of conveyance, or any machine/equipment powered or towed by a motor, are allowed in the Hall, or on the external paved area around the Hall, except by specific permission of the Committee.
12. No animals (except guide dogs) are allowed in the Hall at any time.
13. The Committee is not responsible for any article brought onto or left on the premises
14. Users of the Hall must ensure that all EXIT signs remain SWITCHED On when the auditorium is in darkness. ALL LIGHTS MUST BE SWITCHED OFF BEFORE VACATING THE HALL AT THE END OF THE FUNCTION.
15. The premises must be left in a clean and tidy condition unless specific cleaning arrangements are made at the time of the booking.
16. All equipment, including crockery and cutlery, must be cleaned after use and replaced in the appropriate cupboards or drawers. The cooking facilities, if used, must be left in a clean and tidy condition.
17. The external areas adjacent to the Hall, including the fenced play area between the Hall and the main road must be left free of rubbish (e.g. bottles, packaging etc.) and in particular, **any broken glass must be removed.**
18. There is parking space for approximately 50 vehicles. NO VEHICLES ARE PERMITTED TO PARK ON OR BE DRIVEN OVER THE GRASSED AREA BETWEEN THE HALL AND THE CAR PARK WITHOUT SPECIFIC PERMISSION OF THE BOOKING SECRETARY. THE PLAYING FIELDS ARE OWNED BY THE PARISH COUNCIL AND ARE NOT INCLUDED IN THE HALL FACILITIES.

THE COMMITTEE WILL MAKE EVERY EFFORT TO ENSURE THAT ALL OF THE EQUIPEMNT IS FULLY OPERATIONAL FOR YOUR FUNCTION. IF, HOWEVER THERE ARE ANY SHORTCOMINGS (E.G. DEFECTIVE LIGHGT BULBS) IT WOULD BE GREATFULLY APPRECIATED IF THESE COULD BE MENTIONED WHEN RETURNING THE KEYS AFTER THE FUNCTION.