



The Halls at Easter Compton

The Halls at Easter Compton
Main Road, Easter Compton
South Gloucestershire BS35 5SJ

Chairman	Matthew Garbett
Secretary	Sarah Smith
Treasurer	Fi Riches

Registered charity number - 290501

Please return to the Bookings Manager: Mrs Sandra Dawkins – eastercomptonvillagehall@gmail.com

Event booking application

Booking details			
Name of hirer			
Address of hirer			
Email address			
Contact phone numbers			
Age if under 25			
Type of function			Numbers attending
Date of function			
Start time of function		Finish time of function	
Set up start from		Clear up complete by	
Suite required	Celebration suite	Yes / No	Carnival suite Yes / No

Extra equipment available		
Item	Required	Notes
Stage (raised platform)	Yes / No	12 x 750mm square platforms at 300mm high
Background music	Yes / No	CD, radio or input from iPhone or android for use with the hall sound system
PA equipment	Yes / No	Radio microphones for use with the hall sound system

Our licence from South Gloucestershire council covers various items		
Item	Required	Notes
Licensed Bar	Yes / No	Additional cost of £75 when the bar is required. Both suites MUST be booked.
Free drinks for my guests	Yes / No	Corkage (£40) will be charged. You need a personal licence to sell alcohol.
Performance of a play	Yes / No	Not a rehearsal
Showing of films	Yes / No	
Sporting events	Yes / No	Only if an audience is watching
Performance of live music	Yes / No	
Playing of recorded music	Yes / No	ie a disco
Performance of dance	Yes / No	
Raffle	Yes / No	See Note 9 overleaf

As a condition of hiring a Suite(s) at The Halls Easter Compton, I have read, and agree to the Conditions of Hire on the reverse of this booking form.	
Signed	Date
The hourly rate is £15/h per suite (ie one hall and kitchen) – Applicable for 2021	

Office use only			
Booking form received	Invoice sent	Deposit received	Balance received

Note – The **Celebration Suite** is the front or old hall, The **Carnival Suite** is the rear or new hall

Terms and conditions of event hire

General

1. The Bookings Manager is Sandra Dawkins. The Chairman is Matt Garbett.
2. Easter Compton Village Hall (ECVH) is a registered charity. Charity No. 29051. The committee members are the trustees.
3. Only the Bookings Manager may accept an event booking. A booking is not valid without a prescribed Booking Application, duly completed and accepted and all fees paid.
4. Hire of ECVH or either of its two constituent suites, is subject to ALL of the following conditions and any special conditions arising from the purpose or nature of the hire. No exclusion of any condition can apply unless granted in writing by the ECVH Chairman.
5. ECVH may refuse any application without explanation. Any hire may be terminated without recompense if any Condition of Hire is broken, if the Booking Application is materially inaccurate or in the event of a disturbance or bad behaviour which is not immediately controlled by the hirer.
6. The hirer may not sub-let the premises, nor use them for any purpose other than stated on the Booking Application.
7. A cancellation fee of up to 50% of the hiring cost may be retained if notice of cancellation is less than 14 days.
8. The maximum numbers for each Suite is 100.
9. No gambling, gaming, betting or lotteries activities are allowed due to the licence implications of these activities. The only exception is a "cloak-room" ticket raffle where the prize is drawn that day and has a total prize value of less than £100.

Before an event

10. The hirer understands and agrees to these Conditions of Hire.
11. Pay the balance of the booking.

During an event

12. The hirer undertakes to be present throughout the hiring.
13. The hirer undertakes to ensure that all guests (attendees) comply with these Conditions of Hire and the Law.
14. The hirer undertakes to ensure that no damage, change or alteration is done to the premises, fixtures, fittings or equipment.

After an event

15. Only normal cleaning is required.
16. All rubbish is cleared up and taken away. **NOT** placed in the ECVH wheelie bins.
17. Tables and chairs are stacked as and where they were found. See the ECVH guidebook.
18. Fixtures and fittings temporarily removed from their usual positions are properly returned.
19. All fire doors and windows are securely fastened shut.
20. All cooking, electrical appliances and lights are switched off.
21. A clearing up period may be granted on the following morning by arrangement with and at the discretion of the Bookings Manager and depending on other bookings. Alternatively, a cleaner can be arranged at a modest cost.
22. If no other hire is still in progress, the whole premises has been vacated, the security alarm set, the front door locked and the key replaced in the key safe and the numbers re-tumbled.
23. All accidents involving injury are reported to the Bookings Manager, so it can be recorded.
24. Any problems with the premises and/or its fixtures and fittings are reported to the Bookings Manager, so they can be rectified as soon as possible.
25. The hirer shall reimburse ECVH for the cost of repair of any damage or loss caused during or as a result of the hiring to any part of the premises or the fixtures and fittings.

The Bar / alcohol

26. Only alcohol that is purchased from the ECVH bar may be consumed on the premises.
27. No alcohol may be brought onto the premises by any guest or attendee.
28. In special circumstances, the hirer may, with written permission from the Chairman, provide alcohol **free of charge** to their guests, but corkage will be charged.
29. The hirer, or any other attendee, may **NOT**, under any circumstances, sell alcohol on the premises.
30. No guests will enter the bar areas.
31. Please note that the bar is run and staffed by volunteers.

The hirer also undertakes to ensure:

32. The use and enjoyment of other parts of ECVH by any other hirer are not disrupted.
33. All persons using the hired premises in whatever capacity are well behaved and that no excessive noise is made, particularly late at night, either on the premises or outside in the surrounding area.
34. All accidents involving injury are reported to the Bookings Manager.
35. Any problems with the premises and/or its fixtures and fittings are reported to the Bookings Manager.
36. No animals of any kind, except guide dogs, are brought onto the premises and that no animals whatsoever enter the kitchens.
37. No gas appliances, gas or dangerous inflammable substances are brought onto the premises including the car park.
38. Any electrical or mechanical appliances brought onto the premises are safe and suitable.
39. The laws relating to children and vulnerable adults are observed and complied with.
40. The laws and regulations relating to food and hygiene are observed and complied with.
41. No illegal drugs are brought onto the premises.