



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

Chair                    Mathew Garbett  
Vice Chair            Chris Dawkins  
Secretary             Sarah Smith  
Treasurer             Andy Bayliss

Registered charity – Number 290501

Please return to the Bookings Manager:  
Mrs L Lucker, The Fox, Main Road, Easter Compton. BS35 5RA. Tel. 07786 035590

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

Extra equipment available		
Item	Required	Notes
Stage (raised platform)	Yes / No	12 off 750mm square platforms at 300mm high
Back-ground music	Yes / No	CD, radio, cassette or 3.5mm jack input use with the hall sound system
Microphones	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	Celebration suite	Yes / No	Carnival suite	Yes / No
Free drinks for my guests	Yes / No	Corkage 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	Only a cloak-room ticket raffle where the prize is drawn that evening and its value is less than £100			

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. I enclose hiring charge(s) & cleaning fee(s).

Signed \_\_\_\_\_ Date \_\_\_\_\_

**The hourly rate is £13 per hour.**  
A selection of packages are listed, however should you wish a quote be provided that is tailored to your specific needs, please contact our Hall Manager to discuss further. **Packages are available**  
4 hour package **£45.00** usage of 1 suite ideal for weekend Children's Parties  
9 hour package **£288.00** inclusive use of both suites and a bar ideal for Adult Birthday Parties – finishing at midnight  
7 hour package **£239.00** inclusive use of both suites and a bar ideal Christening Parties  
3 day package **£500.00** inclusive use of both suites and a bar ideal for a Wedding (Set up time Friday evening and clearing up on Sunday morning)  
Should you require access to the halls for a longer the hourly rate of £13.00 per hour. Our fees include cleaning of the halls before and after you.

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

## Terms and conditions of hire

### General

- The Bookings Manager is Lucinda Lucker. The Chairman is Matt Garbett.
- Easter Compton Village Hall (ECVH) is a registered charity. Charity No. 29051. The committee members are the trustees.
- Hire of Easter Compton Village Hall 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.
- ECVH may refuse any application without explanation. Any hire may be terminated without recompense if a 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.
- The hirer may not sub-let the premises nor use them for any purpose not stated on the Booking Application.
- Only the Bookings Manager may accept a booking. A booking is not valid without a prescribed Booking Application duly completed and accepted and any fees paid.
- A cancellation fee of up to 50% of the hiring cost may be retained if notice of cancellation is less than 14 days.
- The premises of ECVH are defined as all the buildings, out buildings, the car park and boundaries.
- The maximum numbers for each Suite is 100.
- 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 evening and has a value less than £100.

### Before an event

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

### During an event

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

### After an event

- That only normal cleaning is required.
- That all rubbish is cleared up and taken away. Not placed in the halls wheelie bins.
- That tables and chairs are stacked as they were found. See the hall guide book.
- That fixtures and fillings temporarily removed from their usual positions are properly replaced.
- That all fire doors and windows are securely fastened shut.
- That all cooking, electrical appliances and lighting are switched off.
- 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. Or a cleaner can be arranged at a modest cost.
- That, if no other hire is still in progress, the whole premises have been vacated the alarms set and the front door locked.
- The hirer shall indemnify the Committee 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 fillings as above.

### The Bar / alcohol

- The sale or supply of alcohol to minors is illegal.
- The sale of alcohol to people who are or appear to be drunk is illegal.
- Only alcohol that is purchased from our bar may be consumed on the premises.
- No alcohol may be brought onto the premises by any guest or attendee.
- The hirer may with written permission from the Chairman provide alcohol **free of charge** to their guests but corkage will be charged.
- No guests will enter the bar areas.
- The bar is cash only.
- Please note that the bar is run and staffed by volunteers.

### The hirer also undertakes to ensure:

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