

Ravenstone Village Institute and Community Hall Hire –Booking Form

Please post your completed form to. Mrs E Hill, 1A Ravenstone Court,
Hospital Lane, Ravenstone, LEICS, LE67 2BX

Telephone 07450670095

Name of Hirer.....Organisation.....(If Applicable)

Address.....

.....Post Code.....

Telephone Number (Mobile).....(Home)

Email Address.....

Date of Hire..... Time: From.....To.....

Purpose of room hire.....

(Any misrepresentation of the events true nature may result in its cancellation)

Numbers attending.....

I will require: BAR.....KITCHEN.....MUSIC License.....

Bookings.

All bookings will be paid for in FULL at the time of booking. Any event cancelled 6 weeks prior to the event date will be refunded; after that date there will be no refund.

Damage waiver.

A £50.00 damage waiver will be paid at the time of booking. This fee will be refunded within 10 days post event provided no damage has been caused. See rules 5,14 and 15.

Access. Access to the Hall will be strictly in-line with your booking times.

Music.

A £10.00 charge will be paid if live or recorded music is to be used in line with Performing Rights Society rules.

Payment preferred by Bank Transfer **Account Name: Ravenstone Institute**

Account Number: 00182718 Sort Code: 30-92-15

(Cheques should be made payable to 'Ravenstone Institute' and posted to Mrs E Hill,
1A Ravenstone Court, Hospital Lane, Ravenstone, LEICS, LE67 2BX

I have read the terms and conditions of hire and I understand that by signing below I agree to be bound by the terms and conditions.

Signature..... Date.....

Total Payment..... Date Paid.....

Method of Payment.....

Booking Agent Signature.....Date.....

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TELEPHONE. 07450670095

Terms and Conditions of Hire

Ravenstone Village Institute is an amenity for the village and is managed by the Trustees. Please read the rules and conditions below as they form part of the contract between you as the hirer and the Trustees. By signing below you agree to abide by these rules and conditions.

1 All functions must be by invitation 137 theatre styles and 120 cabaret style. The maximum capacity including entertainers and bar personnel are 150 persons.

2 The Licensed Bar can be booked and therefore **NO ALCOHOL** may be brought into the Institute or the grounds surrounding. The Licensee has a statutory responsibility for alcohol consumed on the premises and any breach can include termination of the event and could lead to legal action. Alcohol for toasts etc. must be ordered prior to your event through the Bar Licensee, Elaine Hill (07450670095). For toasting only a corkage of £2.00 per bottle will be levied for any special liquor brought by the hirer with the agreement of the Bar Manager. Glasses for toasts are available but breakages must be paid for.

3 The Bar facilities will not be available for parties organized for under 19's.

4 Hire charge and damage waiver will be paid at the time of hiring. Any event cancelled 6 weeks prior to the event date will be refunded. The damage waiver will be refunded for any cancellation. After the event the damage waiver will be refunded within 10 days provided no damage has been caused.

5 The Institute keys can be obtained on the day of the booking from Ravenstone Village Store and Post Office, Leicester Road, Ravenstone.

6 The Hirer is responsible for returning the keys to the Ravenstone Village Store within 24 hours after the booking. Failure to do so will result in LOSS of the damage waiver. Any incident or damage must be reported to the bookings officer on 07450670095 at this time.

7 Functions Sunday to Thursday must cease by 10pm (2200 hours). Functions on Friday and Saturday must cease by midnight; the bar will close at 11:30pm.

8 Hire charges are determined annually by the Trustees and a copy can be viewed on our web site www.ravenstonevillageinstitute.org

9 The Hirer is responsible for any entertainment provided and it must meet with all the current statutory requirements. A surcharge of £10 will apply when live or recorded music is used to conform with Performing Rights Society conditions.

10 The Hirer will manage the premises and conduct the function during the hire period in a manner that will not harm the reputation of the Institute nor breach its policies and procedures or put its Licences and Insurance at risk. The Hirer will also ensure that during the hire period they do not breach any legal or regulatory requirement.

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11 The Hirer is responsible for the security of the premises from when they enter the building until the end of the function. The Hirer must remain on the premises until all guests and providers of entertainment have vacated the premises.

12 The Hirer will **not use or allow to be used any adhesive materials** on any of the Hall's internal structure.

13 The Hirer will provide the proper number of attendants and stewards for the effective supervision of the Institute, the safety of all involved and for the maintenance of good order throughout the hire period. If under 19's are attending there must be an appropriate number of responsible adults in attendance and alcohol will not be sold for consumption by under 19's.

14 At the end of the Hire period, the Hirer must leave the entire premises in a clean state; this includes removing all rubbish from the site and sweeping the Hall floor. **(The Hall floor must not be cleaned with water or any other products)**. The Hirer must remove all their property, secure all doors and openings, unplug all portable electrical appliances, switch central heating to timer, ensure all taps are turned off and switch off all lights. Failure to comply with condition 14 will also result in the forfeiture of the £50.00 damage waiver.

15 In the event of any damage to the premises, or anything therein by anyone on the premises acting with the Hirer's expressed or implied consent during the period of hire, the Trustees will arrange for the necessary work to be undertaken or the replacement of damaged items. If the amount is greater than the £50.00 damage waiver, the Hirer will be responsible for the payment of the balance.

16 The Hirer will permit any of the Institute Trustees to enter the premises, at any reasonable time during the hire period, to ensure compliance with the conditions of hire.

17 The Hirer is responsible for ensuring that their guests use the CAR PARK at the rear of the premises to capacity. Vehicles should not be parked on the grass verges or cause an obstruction to the entrances or those of neighbours.

18 The Trustees accept no responsibility for damage to the Hirer's or their guests' property whilst on the premises, including any vehicle in the car park.

19 The Institute Trustees have in force operational policies and procedures covering the use of the Institute. These include safeguarding children and vulnerable adults, Health and Safety and Prevention of Unlawful Discrimination. Hirers are recommended to draw their guests' attention to relevant notices posted in the Hall. A significant breach of the policies may lead to an immediate cancellation of the Hire.

20 If paying by Bank Transfer will you please reference your payment by using the first three letters of your surname and the date booked. ie. Mr William Smith booking the 25th of December would be. Smi25dec.