

# BOOKING FORM



## THE MINERS

### Coalpit Heath Village Hall

#### HIRER'S DETAILS:

Name/organisation: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) required: \_\_\_\_\_

Time(s) required: \_\_\_\_\_

Rooms required: Main Hall  Kitchen

Skittle Alley  Kitchen

Purpose of hire (event): \_\_\_\_\_

Total hire fee: \_\_\_\_\_

#### CURRENT CHARGES FOR HIRE

##### Village Hall

Day time rate Regular Hire: £10 per hour (up to 7pm)

Evening rate : £10 per hour (from 7pm to midnight)

Business Hire: £15 per hour

Extra charge for the use of kitchen/ crockery/cutlery: £10

Use of PA system/Projector £5 per item

**NOTE: 18<sup>th</sup> Birthday parties - Parental supervision required at all times. A letter must be sent to the Management committee asking for permission.**

##### Skittle Alley Room

Regular Hire Morning/afternoon/evening: £5 per hour

Business Hire: £10 per hour

#### BOOKINGS & DEPOSIT

The hourly rate amount plus a refundable indemnity fee of £50.00 is required when hiring the hall. The indemnity fee is to cover any damages, overrunning of time, excessive cleaning needs or cancelled bookings.

Provisional bookings will be held for 2 weeks, if in that time the above fees have not been received the date will be released and the hall will be re-let.

If there is no recorded damage to the Hall the indemnity fee will be refunded ASAP.

Office use only: - Please sign & date on return of Indemnity fee

£50 Indemnity fee returned (hirer to sign):-

\_\_\_\_\_ Date \_\_\_\_\_

CPVH to sign:- \_\_\_\_\_

#### PAYMENTS

Please make cheques payable to: CPHVH

Send to : The Miners Coalpit Heath Village Hall  
214 Badminton Road, Coalpit Heath  
Bristol, BS36 2QB.

#### HIRING CONDITIONS:

- Hirers are reminded that all areas of the Village Hall carry a no smoking policy in line with public building legislation.
- Smoking is only permissible outside the building where suitable containers have been placed to dispose of cigarette ends.
- The maximum number of persons in the Main Hall is 100 and the Skittle Alley is 40. A list of guest's names, who will be attending, will be required for temporary membership & also to enable a speedy check in the event of a fire.
- The Hall has a Premises Licence for Entertainment, all entertainment / music must end at midnight.
- All drinks must be purchased from the bar. Any special wines etc can be ordered in advanced. Contact the club manager for details.
- The committee reserve the right to levy a charge for damages or for extra cleaning after an event.
- Any electrical equipment brought on to the premises must be PAT tested by the owner.
- Any equipment brought on to the premises is at the owner's risk.
- The Hall has public liability insurance to cover all normal risks but Discos / owners of Bouncy Castles / face painting or any other unusual activities must carry their own public liability insurance.
- We have a sound sensor system in the hall that limits the level of sound you can play; we recommend that you advise the entertainer of this before you book.
- No drawing pins, sticky tape and/or similar to be used on walls or paint work.

#### I/WE AGREE WITH THE HIRING CONDITIONS

Signed (cphvh): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (HIRER): \_\_\_\_\_

Date: \_\_\_\_\_

# THE MINERS

Coalpit Heath

Village Hall



## GUEST LIST

Maximum 100 guest's main hall

40 guest's skittle alley

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Coalpit Heath

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## GUEST LIST

Maximum 100 guest's main hall

40 guest's skittle alley

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