

Summary of Terms & Conditions of Hire.

A full copy of the terms and conditions of hire is available to view in the hall or can be obtained from the booking secretary.

Charges are based on £12 per hour for the main hall, kitchen, bar & toilets. Payment terms are within 30 days of date of invoice.

Charges for the hire of committee room only will be agreed at the time of booking.

A refundable deposit of £100 may be required in advance to cover damages, breakages or non-compliance with the conditions of hire.

The Hirer must nominate at least 4 stewards to be present at the function who are able to take responsibility in case of fire, accident or emergency. The names of the stewards must be logged in the Stewards Book in the Hall Kitchen. Stewards must be aware of the location of fire exits and the first aid boxes.

The Hall must be left clean and tidy; all bottles, recyclable material and rubbish must be removed by the Hirer.

Nothing should be attached to the walls or woodwork. All equipment brought into the hall by the hirer must be removed at the end of the hiring session. All equipment belonging to the Hall must be restored to its usual place. The building must be secured when leaving.

The Hall is insured against any claims arising out of its own negligence. The Hall's Public Liability Cover extends to non-profit making Hirers, i.e. non-commercial. It does not cover bouncy castles, inflatable devices, fireworks, sponsored walks or similar events. Items stored at the Hall by any Hirer are not covered by the Hall's insurance unless by prior arrangement.

Commercial Hirers should arrange their own insurance. Any Commercial Hirer must submit details of their insurance as follows: policy number, insurance company and expiry date.

*The school field is not part of the hire. Permission for use must be sought from the Head Teacher.
Please contact Pencombe School on 01885 400255*

The hall key will be available for collection from the Hall management Committee. Please contact Andrew Mottram on 01885 400311 or 07960 726717 in advance, to make arrangements.	
FOR OFFICE USE ONLY	
Confirmed date of booking _____	Total payable _____
Bar required Yes/No _____	
Hirer to obtain alcohol licence Yes / No _____	Deposit agreed _____
I agree to abide by the conditions of hire and premise licence and that after use the Hall will be left clean and tidy, with all bottles, recyclable material and rubbish removed by me	
Name _____	Signature _____
Organisation (if applicable) _____	
Date _____	
Enclosed (where applicable): Confirmation Agreement Signed/Deposit/Insurance details /Copy of Alcohol Licence	
Please return this booking application form to The Bookings Secretary c/o Andrew Mottram, Mulberry Dock, Pencombe HR7 4SH	
We recommend you take a copy for your records.	
If you have any questions or need more information please contact Andrew Mottram on 01885 400311 / 07960 726717 or email palcph@gmail.com	

