

1.	<b>Definitions</b> ) The "Committee" means the Beauworth Village Hall Management Committee or any sub-committee or person authorised to act on behalf of the Committee. ) The "Hirer" is the person to whom the Hall is hired ) The "Hall" and the "Premises" shall mean all parts of the building known as the Beauworth Village Hall and the surrounding garden area enclosed by boundary flint walls, fences but does not include the pathway of the adjoining cottages.
2.	<b>The Hall operates a smoke free policy. No smoking is allowed within the building.</b>
3.	<b>The safety of all who use the Hall is the responsibility of the Hirer. Your attention is drawn to the potential dangers, especially to children, of the road traffic and of sitting or climbing on the flint walls. The gate to the premises must be kept shut at all times.</b>
4.	<b>Hirers are requested to act with due consideration for the occupiers of the two cottages adjacent to the Hall and its garden, especially when leaving late at night.</b>
5.	Hiring of the Hall includes the use of the Hall's furniture, crockery and cutlery therein. The Hirer is responsible for payment of any damage, breakages or losses caused by any persons admitted by the Hirer of the Hall.
6.	The Hirer is responsible for continuous adequate supervision throughout the whole period of the booking. At the end of the period of hire, the Hirer shall be responsible for leaving the Premises and each and every part thereof in a clean and tidy condition. Any furniture and contents removed from their position at the start of the booking must be returned to their original positions.
7.	Barbecues may be used on the paved area to the right of the front door.
8.	The Hirer must ensure that the front door to the Hall is unlocked throughout any function and properly secured immediately afterwards.
9.	The Committee shall not be held liable for any loss, damage or injury that arises through the Hirer's negligence, use or misuse of the premises.
10.	All lettings are subject to the approval of the Committee.
11.	Hirers who intend to hold an event when alcohol will be sold, or when the ticket price includes the provision of alcohol must apply to Winchester City Council for a Temporary Event Notice.(TEN) The forms are available on the Winchester City Council web site here: <a href="http://www.winchester.gov.uk/licensing/alcohol-entertainment/ten/">http://www.winchester.gov.uk/licensing/alcohol-entertainment/ten/</a> Three copies must be received by the council at least 10 working days before the event. The cost of £21 must be paid by the hirer. A TEN is not required for an event when drinks are "Bring your own" or are provided by the host such as at a wedding reception. As the Village Hall is only allowed 15 TENS in a calendar year, we need to know whether the Hirer intends to apply so please tick the relevant box on the booking application.
12.	Bookings will only be accepted from persons over the age of 18 years.
13.	Completion and signing of the booking form by the Hirer shall constitute acceptance of these conditions. Any damage will be charged to the Hirer in whose name the booking is made.

**Private and community events:** the tariff for the hire of the Hall for is as follows and must be paid at the time of booking.

**Local (Beauworth) Hirer**

**Non Local hirers**

Morning session	8.30am to 1.30pm	£22.00	Morning session	8.30am to 1.30pm	£28.00
Afternoon session	1.30pm to 6.30pm	£22.00	Afternoon session	1.30pm to 6.30pm	£28.00
Evening session	6.30pm to 11.30pm	£22.00	Evening session	6.30pm to 11.30pm	£28.00
All Day	8.30 to 11.30	£50.00	All Day	8.30 to 11.30	£70.00

**Commercial Events:** £70 per half day

There is no charge for electricity used.

**BOOKING APPLICATION**

Name of Hirer	Organisation (if any)
Address of Hirer	Purpose of Hiring
	Approx no. of people
E-mail address	TEN required? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone Number	
Dates and sessions required	Total Cost of hiring

Sessions:- Morning (M). Afternoon (A). Evening (E) All Day (AD)

**DECLARATION TO BE SIGNED BY THE HIRER**

I have read and understand the conditions of letting accept them. I am over 18 years of age.

Signature of Hirer..... Date.....

Please pay by bank transfer: Account: 91379887 Sort: 402103 Account payee "Beauworth Village Hall" and send the signed copy of the form to [bookings@beauworthvillage.com](mailto:bookings@beauworthvillage.com)

or pay by cheque payable to "Beauworth Village Hall" and send it with the signed copy of the form to John Scholes, Millbarrow Barns, Beauworth, Alresford, Hants SO24 0PB.