

Skidby Village Hall & Institute

Registered Charity Number 222177

Booking Secretary: Laura Moore lmsvhbookings@gmail.com

Tel: 07300 216350 Address: 70 Main Street, Skidby HU16 5TG



Find us on 
@SkidbyVillageHall

HIRING ACCEPTANCE FORM

Event:..... Date:.....

I have read and understood the conditions of hire as detailed in the "Skidby Village Hall & Institute Conditions of Hire Document" for the above booking made in my name.

Booking Fee: I agree to pay the required fee of £ (Hire charge) in advance.

Please make cheques payable to "Skidby Village Hall & Institute" or via Bank Transfer to:

Account Name: Skidby Village Hall and Institute

Sort code: 20-43-47, Account: 70834262

Please see the Conditions of Hire for full terms and conditions.

Cancellation: Six weeks' notice or more is required for booking cancellation, at which point a full refund for the hire charge will then be given. Between four and six weeks' notice, 50% of the hire fee will be refunded. Less than four weeks' notice, no refund will be provided.

Advertising & Fly Posting: I will not carry out or permit fly-posting or any form of unauthorised advertisements for any event taking place at the premises and shall indemnify each member of the Village Hall's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the Local Authority (this particularly applies to advertising on the A164 on or near the Skidby roundabout).

End of Hire: I will ensure that the premises and surrounding areas are left clean and tidy. This involves emptying all bins into plastic sacks, which are to be deposited into the large green wheelie-bin by the side door.

I will ensure that the floors are thoroughly swept (mopped if appropriate) and all the toilets flushed and suitably cleaned ready for the next hirer.

I will ensure that all kitchen work surfaces and ovens are wiped clean and that any Hall equipment (chairs/tables etc) temporarily removed from their usual positions, are properly replaced and the site is safely locked and secured on departure.

I will ensure that **NO CHEWING GUM** is brought into the Hall under any circumstances.

Failure to observe these conditions will mean the Hirer incurs an additional charge.

Safeguarding: It is the responsibility of any hirer to have a policy in place relating to safeguarding issues. Please also note that the toilet facilities are shared between the two halls and exclusive use per booking cannot be guaranteed.

Signing of this hire agreement agrees to and acknowledges the above.

Data protection: Skidby Village Hall Institute and Management Committee uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, committee members, non-committee members and its fundraising activities. Data maybe retained for up to seven years for accounts purposes, three years for mailing list data with the option of early removal of personal information when requested, and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall secretary at skidbyvillagehall@gmail.com

Where did you hear about the Hall?

Word of mouth ☒ Website ☒ Facebook ☒ Flyer/poster ☒ Other (please state).....

I agree to the booking conditions set out in the Skidby Village Hall and Institute hiring acceptance form and Conditions of Hire document:

Signed(person responsible for the booking) **Date**

NAME: **Tel:** **Email:**

ADDRESS:

..... **Signed on behalf of the Village Hall Management Committee**