

Date Hall is Required: –

Time Hire Starts -

Time Hire Ends -

Note – Please allow for setting up and clearing away in the above times

Bar Requirements:-

Bar Opening Time

Bar Closing Time

Important Notes

- The latest the bar can be open until is mid-night.
- Whilst the bar is open no children under the age of 13 can occupy the bar area.
- Alcohol not sold by Roxton Bar Services cannot be brought onto the premises or consumed on the premises whilst the bar is open.

The above rules are part of our licencing agreement therefore failure to comply with them will result in the bar and function being closed by the bar manager.

Name

Private Function or Organisation

Purpose of Hire

Approximate number of attendees

Hirer's Address

Hirer's Telephone No

Nominated Contact During Hire Period

Name

Mobile No

Total Hire Fee –

Non Refundable Deposit Payed –

Balance to be paid before hire starts -

The Hirer is responsible during the whole period of hire for making sure that:

- Use of premises, namely the building, its fabric and contents, its access, car park and surrounding land, is fully supervised to keep those premises safe from damage or change of any sort.
- All Fire Doors remain unobstructed.
- Behaviour of all persons, whatever their capacity, using the premises, remains under control.
- No excessive noise occurs during the hire.
- A minimum of noise is made by any person on arrival or departure particularly late at night or early morning.

The Hirer is responsible at the end of the hire for making sure that:

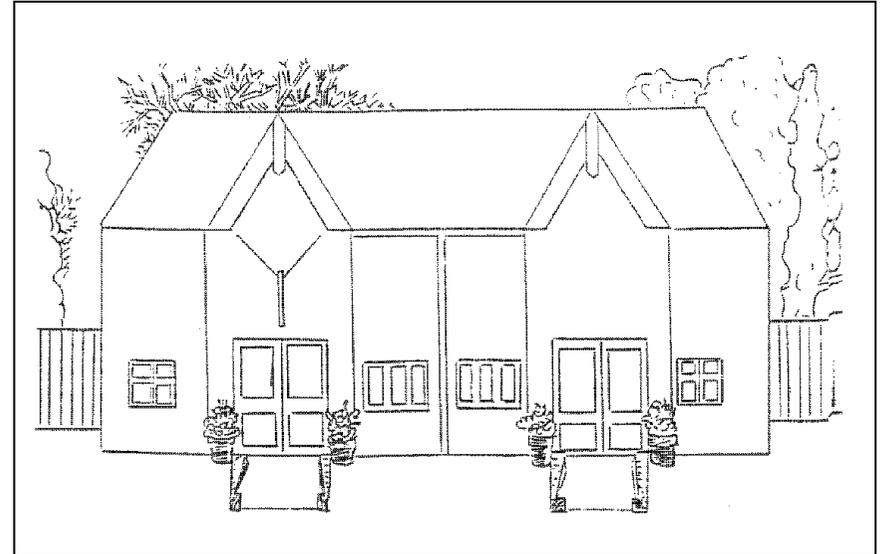
- Everything is left clean and tidy with rubbish removed.
- All equipment, chairs and tables have been returned to storage positions tidily.
- The premises are cleared of people, all lights & heating switched off and windows secured.

Insurance

- **The premises** are insured against any claims arising out of its' own negligence and its **public liability cover** extends to cover non-profit making, i.e. non-commercial hirers.
Items stored by **any Hirer** in the building are not insured except by prior arrangement with **the Committee** that is confirmed in writing by **the Committee**
A Commercial Hirer shall take out adequate insurance to **insure the Hirer** and members of the Hirer's organisation and invitees against all claims arising as a result of' the hire.
- **The Committee** accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. **The Committee** may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit.

I have read and agree with the Conditions of Hire as laid out in this form.

Signed ----- Date -----



ROXTON PARISH HALL BOOKING FORM