



DATED

<p><b>1. Caryford Hall Management Committee</b>          (Referred to below as "The Committee" acting for and on behalf of the Caryford Community Hall Association)</p> <p><i>Authorised Representative:</i>          Mrs Christine Davidson          2 The Old Ansford Inn          Higher Ansford          Castle Cary BA7 7JJ</p> <p>Telephone Number: 01963 548016          Email: christinedavidson@talktalk.net</p>	<p><b>2. The Hirer</b></p> <p>Name of Organisation (if applicable):</p> <p><i>Authorised Representative or Individual Hirer:          (who must be at least 18 years old):</i>          Name:</p> <p>Address:</p> <p>Telephone Number:</p> <p>Email:</p> <p>Invoices will be issued by email</p>
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**The Committee agrees to permit the Hirer to use the premises in accordance with the details below:**

<b>3. Purpose of hiring</b>	Briefly describe the nature of the event: E.g. "Barn Dance", "Under 18 Party"	
<b>4. Period of Hire</b>	Date(s) and day of week required:	
	Times required: From ..... To..... I confirm that the above times required include sufficient for setting up before and clearing away after the activity or event and I understand that overrunning will be charged for.	Signature.....

**5. Facilities – please tick those you wish to use**

Whole building	<input type="checkbox"/>	Sound system*	<input type="checkbox"/>
Main hall	<input type="checkbox"/>	Projector*	<input type="checkbox"/>
Temporary meeting room	<input type="checkbox"/>	Portable staging*	<input type="checkbox"/>
Kitchen (for preparing drinks and light refreshments)*	<input type="checkbox"/>	Marquee	<input type="checkbox"/>
Kitchen for fully catered event	<input type="checkbox"/>	Bespoke set up of lighting/sound system	<input type="checkbox"/>

**\*Included in the standard hire charge. There is an additional charge for use of the marquee and/or alcohol licence.**

<p><b>6. Charges (including setting up and clearing away times): TICK RATE APPLICABLE</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;">Business hire /community use</th> <th style="width: 20%; text-align: center;">Not for Profit /community use</th> <th style="width: 30%; text-align: center;">Commercial**</th> </tr> </thead> <tbody> <tr> <td>Hall per hr*:</td> <td style="text-align: right;">£17.50</td> <td style="text-align: right;">£15.75</td> <td style="text-align: right;">£26.25</td> </tr> <tr> <td>Weekly rate:</td> <td style="text-align: right;">£14.00</td> <td style="text-align: right;">£12.25</td> <td style="text-align: right;">£22.75</td> </tr> <tr> <td>Mtg Rm per hr:</td> <td style="text-align: right;">£8.00</td> <td style="text-align: right;">£7.20</td> <td style="text-align: right;">£12.00</td> </tr> <tr> <td>Weekly rate:</td> <td style="text-align: right;">£6.40</td> <td style="text-align: right;">£5.60</td> <td style="text-align: right;">£10.40</td> </tr> <tr> <td>Use of <b>Kitchen</b> for fully catered event</td> <td colspan="3" style="text-align: right;">£40.00</td> </tr> <tr> <td><b>Marquee</b> – negotiable but minimum of</td> <td colspan="3" style="text-align: right;">£75.00</td> </tr> <tr> <td><b>Use of our Alcohol Licence</b></td> <td colspan="3" style="text-align: right;">£20.00/£40.00</td> </tr> <tr> <td><b>Weekend hire</b> (9.00 am Sat– midnight Sun) (all-inclusive fee)</td> <td style="text-align: right;">£500.00</td> <td style="text-align: right;">£600.00</td> <td style="text-align: right;">£600.00</td> </tr> </tbody> </table> <p>*Rounded up to nearest half hour</p> <p>**Use of the Hall and/or its facilities for commercial profit. The decision of whether a hiring is for commercial or community use is solely at the discretion of the Committee.</p>		Business hire /community use	Not for Profit /community use	Commercial**	Hall per hr*:	£17.50	£15.75	£26.25	Weekly rate:	£14.00	£12.25	£22.75	Mtg Rm per hr:	£8.00	£7.20	£12.00	Weekly rate:	£6.40	£5.60	£10.40	Use of <b>Kitchen</b> for fully catered event	£40.00			<b>Marquee</b> – negotiable but minimum of	£75.00			<b>Use of our Alcohol Licence</b>	£20.00/£40.00			<b>Weekend hire</b> (9.00 am Sat– midnight Sun) (all-inclusive fee)	£500.00	£600.00	£600.00	<p><b>Hire Fee calculation:</b></p> <p>.....hrs @ ..... = .....</p> <p>Kitchen = .....</p> <p>Bespoke set up = .....</p> <p>Alcohol licence = .....</p> <p>Weekend hire = .....</p> <p>Use of Marquee = .....</p> <p><b>TOTAL HIRE FEE: = .....</b></p> <p><b>Deposit ..... =</b> (if applicable)***</p>
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\*\*\*For one-off hirers or those who do not use the hall on a regular basis, we may charge a deposit which is payable at the time of booking. This deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Committee about noise or other disturbance during the period of the hiring.

<b>7. Further details</b>	<i>If the authorised representative of the hirer is not present at the hiring they must delegate responsibility to a <b>named person over 18</b>, and make sure that that person is aware of and understands all the conditions of hire. This person is the "<b>Supervisor</b>". [NB: for Under 18 parties the Supervisor must be over 21- see special conditions below]</i>	Will the Hirer be present? YES <input type="checkbox"/> NO <input type="checkbox"/> <b>If not, give the name of the Supervisor who will be present at the hiring:</b> Name: Telephone number: Email:
See also Standard Conditions of Hire, paragraph 3	Will alcohol be provided at the event? YES <input type="checkbox"/> NO <input type="checkbox"/> <b>If "Yes" you need to fill in the "Alcohol at your event?" form and return the reply slip (even if you are not selling the alcohol).</b> Is the event open to members of the public? YES <input type="checkbox"/> NO <input type="checkbox"/> Will there be commercial/business activities (eg sales for personal profit)? YES <input type="checkbox"/> NO <input type="checkbox"/> Will children under 8 years old be present at the event/activity/function? YES <input type="checkbox"/> NO <input type="checkbox"/>	

The Hirer (or their authorised representative, if appropriate) agrees to be present during the hiring and to comply fully with this Hiring Agreement.

It is hereby agreed that the **Standard Conditions of Hire**, together with any **Special Conditions** that the Committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Committee and the Hirer.

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

<b>8. Events and activities for which Special Conditions apply</b> are listed below. Please tick those which you believe apply to your event. <input type="checkbox"/> Public entertainments: dances, concerts, theatrical events, shows, films, sports events, quizzes etc. open to the general public, with or without the sale of tickets. <input type="checkbox"/> Large private functions, such as wedding receptions, church services, school activities etc. <input type="checkbox"/> Under 18 Parties	
<b>9. Any additional special booking arrangements:</b> E.g. specify any decorations or additional equipment you intend to use or special activities which will take place inside or outside the hall.	
<b>10. Signed by the authorised representative of the Committee:</b>  <b>Name in Block Caps:</b>  <b>Signed:</b>  <b>Dated:</b>	<b>11. Signed by the Hirer or their authorised representative :</b>  <b>Name in Block Caps:</b>  <b>Position in Organisation:</b>  <b>Signed:</b>  <b>Dated:</b>

**This booking is not confirmed until the signed and dated form is received by the Bookings Secretary. For Under 18 parties it will only be confirmed when the Hirer (and Supervisor if different) have had a briefing meeting with committee members.**

**Privacy Policy** - We use personal data for the purposes of managing the Hall, its bookings and finances. Data may be retained for up to 7 years for accounts purposes 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 to see a copy of the data we hold about you, please contact Ian Bynoe [ian@caryfordhall.co.uk](mailto:ian@caryfordhall.co.uk) . We do not share your details with any third party. Updated April 2023