Carlton le Moorland Parish Council

HIRE OF CARLTON LE MOORLAND VILLAGE HALL

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| CHARGES (per hour) with effect from 01/09/23  |
| Residents of Carlton Le Moorland  | £ | Non-residents | £ |
| Main Hall - All Bookings  | £14.00 | **Main Hall - All Bookings**  | £16.00 |
| Meeting Room   | £8.00 | Meeting Room  | £10.00 |

**CHARGING ARRANGEMENTS**

* **Hirers are given up to 1 hour (maximum) without charge to set up their event and a further hour (maximum) without charge for clearing away.**
* **Any other time required will be chargeable as it reduces availability of the hall for other hirers and their bookings.**
* **A charge of 50% of the hourly rate will be applied for any extra hour’s usage.**

**HIRE PAYMENTS:**

* **The Hire Fee charge is required before the event for all bookings.**

**Hire fees should be made by Bank Transfer - £100 deposit should be paid to secure a booking - the deposit will be refunded less the hire fee after the event**

* **ALL Payments should be made by bank transfer (please show date of hire in reference box) as follows:**

**Account Name: Carlton Le Moorland Parish Council**

**Sort Code 40-28-20**

**Account No. 32346591**

**HALL REQUIREMENTS:**

* **The hall can accommodate a maximum of 100 guests – this should NOT be exceeded**
* **Please enclose a copy of the Temporary Events Notice (TEN) with the Booking Form if you are intending to sell alcohol on the premises.**

 **(THESE ARE APPLIED FOR AND ISSUED BY NORTH KESTEVEN DISTRICT COUNCIL)**

* **PLEASE NOTE: THE PARISH COUNCIL RESERVES THE RIGHT TO REFUSE BOOKINGS**

**The Booking form to be completed is overleaf…..**

**CARLTON LE MOORLAND VILLAGE HALL BOOKING FORM**

**Please complete form and return to:**

***Mrs. D. Parker, Elm Cottage, 28 High Street, Carlton Le Moorland, Lincoln. LN5 9HT***

***Telephone: 01522 789630 E-mail: carltonlemoorlandpc@gmail.com***

**I/We wish to hire the Main Hall ( ) Meeting Room ( )**

**On (date):**

**From (time) To (time)**

**For (intended use):**

**I/We agree to pay the hire charge for the event of £ providing that the premises have been left in a clean and tidy state, no breakages have occurred, all refuse has been removed from the premises and there have been no other breaches of the Lettings Policy.**

*For on-line hire payments (preferred), we will accept one online payment of £100 as deposit on booking – hire fee will then be deducted from the remaining deposit refunded at end of booking.*

**I/We the undersigned, acknowledge receipt of a copy of the Council’s Rules for Hiring Carlton le Moorland Village Hall and agree to abide by the rules during hiring, preparation and clearing up after the event. I understand that failing to leave the Hall clean and tidy will result in forfeiting my deposit in addition to making full payment for the event.**

**I/We consent that Carlton le Moorland Parish Council may process my/our personal details to correspond with me/us in the provision of information relevant to hire of the above.**

**I/We will comply with the conditions identified in the Premises License (in rules of hire document) and understand that failure to do so is a criminal offence and may also lead to future bookings being refused.**

***PLEASE NOTE – there should be no more than 100 in attendance and the premises licence stipulates that playing live or recorded music is only permitted from 9am to 12 midnight - a breach of these conditions will result in the Security Deposit being retained.***

**Please give details of hirer/s:**

**Full name:**

**Address:**

**Phone:**

**Email:**

**Signature/s of hirer/s: Date:**