Carlton le Moorland Parish Council

HIRE OF CARLTON LE MOORLAND VILLAGE HALL

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| --- | --- | --- | --- |
| CHARGES (per hour) with effect from 01/04/25 | | | |
| 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**

**IF YOU INTEND TO PAY BY CHEQUE A SURCHARGE OF £2.50**

**SHOULD BE ADDED TO THE HIRE FEE**

**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)**

* **Once your hall booking has been confirmed, please arrange to contact the Keyholder (01522788489) ahead of the booking to arrange collection of the Village Hall key from 22 Vicarage Lane, Carlton Le Moorland and receive information about accessing the hall and returning the key at the end of the event.**
* **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: clmvillagehall@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:**