

# LEEDS HALL BOOKING FORM

**Eye Parish Council** - The Leeds Hall, High Street, Eye, Peterborough, PE6 7UP.  
Telephone: 01733 222037 E-mail: [eyeparishcouncil@btinternet.com](mailto:eyeparishcouncil@btinternet.com) www: [eyeparish.org.uk](http://eyeparish.org.uk)

**Please ring or email to check for availability before completing this form.**

Date of function

## HIRER DETAILS

Name

Address

Contact telephone number

Email address

## FUNCTION DETAILS

Type of function

Start time

Finish time

Time access required

**I fully accept the conditions of hire as stated overleaf.**

Signature of hirer

Date

## ACCOUNT DETAILS

Basic hire charge

Additional Hours

Caretakers fee

**Total Hire Charge**

## OFFICE USE ONLY

Deposit received

Deposit paid (50%)

Receipt number

Balance

Balance received

Receipt number

(Due 7 days before the function)

**A £100 holding deposit against breakages/damage is required for all party bookings and is returned after the function by the clerk.**

**The hall has seating for 130 and is a no smoking venue.**  
Size approx 8.5m x 17m. Max height for a bouncy castle: 3 metres.

The Leeds Hall Caretaker is Mrs Sandra Short – telephone number 01733 223790. She will open the hall at the access time stated on this form. If you require the hall set out in a specific way or a different access time then please contact the caretaker before the day of the function. All other enquiries should be directed to the Parish Clerk. The Parish Office, at the back of the Leeds Hall, is open on Wednesdays and on Fridays from 9am-12noon. There is a 24 hour answerphone.

## CONDITIONS OF HIRE

- 1) Acceptance of these conditions must be notified to the Clerk to Eye Parish Council by completing and signing the booking form before the hire of the premises.
- 2) The maximum number of people admitted to the premises must not exceed those laid down by the Chief Fire Officer (this is 150 at the present time).
- 3) Eye Parish Council hold a Premises Licence for the Leeds Hall issued by Peterborough City Council under The Licensing Act 2003.
- 4) The hall is licensed to sell and consume alcohol and any function/event where alcohol is consumed is subject to the licensing laws. The Designated Premises Supervisor for the Leeds Hall is Mr Stuart Short and any hirer of the hall **MUST** consult with him prior to the hire. Mr Stuart Short can be contacted on 01733 223132 or 07801 138629.
- 5) No rucksacks or similar are to be brought in to the hall and it is the responsibility of the hirer to enforce this rule.
- 6) The hirer is responsible for the conduct of all persons attending the function.
- 7) The hall is in a residential area and the hirer is asked to ensure that the noise levels are kept down and that on leaving guests are not too noisy – especially after 11pm.
- 8) All fire exits, fire doors and gangways must be kept clear of obstructions.
- 9) Any extra time, in addition to that on the booking form, will be charged as per the current hire rates.
- 10) The hirer is allowed one hour preparation time before the function and one hour clearing up time afterwards. This is at the discretion of the caretaker.
- 11) The caretaker has the power to terminate the hire agreement if it is considered that the building or its contents are being damaged or likely to be damaged in any way. Any damages to the hall or its contents during the period of hire must be paid for by the hirer.
- 12) The Parish Council will not accept responsibility for personal accidents resulting from the spillage of liquid or breakage of glass or crockery which falls to the floor. The hirer must ensure that any such spillages or breakages are cleared up as soon as they occur.
- 13) The Parish Council will not accept responsibility for personal accidents resulting from french chalk or similar substances being applied to the floor by the hirer or other persons present at the function. No pins/staples to be used on the walls.
- 14) The hirer must ensure that all crockery and cutlery hired from the council is properly washed up and stowed away before leaving the premises.
- 15) The Parish Council reviews the hire charges annually and the revised rates are applied on 1st April each year. Bookings which are made prior to 1st April but are to take place after then will be charged at the revised rates.
- 16) A deposit of at least 50% of the hire fee must be made on booking and the balance must be paid at last 7 days before the hire date. Payment can be in person, or by post to the clerk at the address on the front of the booking form.
- 17) Cheques should be made payable to Eye Parish Council. If the hirer fails to notify the clerk or the caretaker within 7 days of the hire date of a legitimate reason for cancellation then the deposit will be forfeited.
- 18) Eye Parish Council reserve the right to hire the Leeds Hall only to those persons, who, in their opinion, will observe the hiring conditions and preserve the quality of the premises.
- 19) Eye Parish Council has the power to vary or add to these conditions at any time.

8<sup>th</sup> November 2017