**LEEDS HALL BOOKING FORM**

EYE PARISH COUNCIL

The Leeds Hall, High Street, Eye, Peterborough. PE6 7UJ

Telephone 01733 222037 or E–mail:eyeparishcouncil@btinternet.com

**Date of Function**

………………………………………………………………..

**HIRER DETAILS** **FUNCTION DETAILS**

NAME TYPE OF FUNCTION

 START TIME

ADDRESS

 FINISH TIME

 TIME ACCESS REQUIRED

CONTACT TELEPHONE NUMBER Landline/Mobile

**(This is a must)**

E-MAIL ADDRESS OF HIRER

APPROX NUMBER OF PEOPLE ATTENDING EVENT =

IS A BAR REQUIRED? - IF SO WHAT TIME IS THE BAR REQUIRED FROM?

SEE CONDITION 4 OF HIRE CONDITIONS FOR MORE DETAILS OF THE BAR

**The Hall has seating for 99 and is a no smoking venue**.

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

**Signature of hirer**

**Date**

**ACCOUNT DETAILS**

**BASIC HIRE CHARGE £………**

**ADDITONAL HOURS £………**

**CARETAKERS FEE £………**

**BOUNCY CASTLE FEE £………**

**TOTAL HIRE CHARGE** **£……..... FOR OFFICE USE**

 DEPOSIT RECEIVED £…..

DEPOSIT PAID (50%) = £……… RECEIPT NUMBER …..

BALANCE = £…... BALANCE RECEIVED £….

 (Due 7days before the function) RECEIPT NUMBER …..

A £100 holding deposit against breakages/damage is required for all party bookings

***Payment*** ***by Cash/Cheque or Bank Transfer*** –

 Eye Parish Council. Yorkshire Bank, Account Number 46276448 Sort Code 050667

Hall size approx 8.5m X 17m. Max height for a bouncy castle – 3metres

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 particular way please let her know. All other enquiries should be directed to the Parish Clerk. The Parish Office in the Leeds Hall, is open on Wednesdays from 9am-1pm. There is a 24hour ansaphone

**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.

 Full payment must be made before the commencement of the hire.

2) The maximum number of people admitted to the premises must not exceed those

 laid down by the Chief Fire Officer. (This is 99 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. He can be contacted on 07801138629.

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 for.

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.

1. 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.

1. 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.

1. Eye Parish Council has the power to vary or add to these conditions.