

**Booking  
Form**

**Empingham Village (Audit) Hall**  
Registered Charity No: 522339

Empingham Village Hall, Audit Hall Road, Empingham, Rutland. LE15 8PH

Hirer's Contact details: **Please write CLEARLY - An Email address must be provided and will be used for invoicing**

Name:

Address:

Phone:

Mobile:

**Email:**

Purpose of hire and number of people attending. **Note the hall capacity limit is 80 persons.**

Date(s) required:

Times for function

Access required from:

Function start:

Function finish:

Premises cleared and vacated:

Hire charges: October-March: £11 per hour  
April-September: £10 per hour  
*Please ensure heating is switched off when you leave or extra charges may be incurred.*

Note: There is no parking within Audit Hall Yard. There is ONE **unloading** space only.

Please send this form to the Bookings Secretary -  
Ann Archer, Onne House, 4 Whitwell Road, Empingham, Rutland, LE15 8PX.  
Booking Enquiries Tel: 01780 460106 or 07971 204605.

*For EVH use only:*

*Deposit Paid:*

*On Calendar:*

*Invoice No:*

*Balance Paid:*

**Please Turn Over, read the Booking Conditions and sign the Agreement**

# Empingham Village (Audit) Hall

Registered Charity No: 522339

## Conditions of Hire

1. Hall Hire is charged from Access time to Vacate time. Part hours are charged as whole hours
2. A deposit is payable at the time of booking. The balance of the hire charges are payable on receipt of invoice.
3. The Hirer is responsible for putting in place appropriate insurance, including, but not limited to Public Liability Insurance.
4. The Hirer is responsible for completing their own Risk Assessment taking into account the activities planned during the hire.
5. Property brought into the hall is at the hirer's risk and must be removed at the end of the function.
6. The Hirer is responsible for making good any loss or damage which occurs to the Hall or it's contents during the time of hiring.
7. Nothing is to be attached to the walls or woodwork by any means, except that items may be fixed to the rail on the road side of the building by Blutack, Sellotape, or pins.
8. No intoxicants may be brought into the Hall without the permission of the Committee. If intoxicants are to be sold, it is the responsibility of the hirer to ensure that a Licence is in place before the event.
9. On leaving the premises, please ensure that all lights and the heating are turned off and there is no-one left on the premises.
10. Glasses, cutlery and crockery must be put away as found, and tables and chairs cleaned and stacked neatly at the end of the hall.
11. Please put all rubbish and recycling in the bins outside the building. Recyclable materials including **paper, cardboard, glass, metal, plastics can be put in the Grey Bin, non-recyclable waste, including food waste, should be bagged and put in the Black bin.**
12. The caretaker or any Committee member may enter the Hall officially at any function.
13. Any two members of the Committee have the power to halt any function without notice if these terms are abused.

I enclose a non-refundable deposit of £10 *(Cheques to be made payable to Empingham Audit Hall Committee.)*

I have read and agree to the Conditions of Hire above.

Signed..... Print Name: ..... Date:.....