

# Booking Form

**PLEASE do not complete & submit this Booking Form, and sign/date the Booking Conditions, until you have telephoned the Bookings' Secretary (Mrs Lorna Cubbage, 01525 220361) to check that the date/time you require is available, and you have read the 'Helpful Notes for Hirers'.**

<b>Name of Hirer</b>					
<b>Name of Organisation</b> (if any)					
<b>Address</b>					
<b>Telephone Number</b>	(Landline number, please as this helps to keep our costs down)				
<b>e-mail address</b>	This will be used to confirm booking & receipt of cheques, as well as giving arrangements for collecting & returning the Hall keys			Please enter <a href="mailto:lornacubbage@larums.com">lornacubbage@larums.com</a> into your address book now - so as to avoid the confirmation e-mail going into your Spam box.	
<b>Purpose for Using Hall</b> (e.g. children's 5 <sup>th</sup> birthday party)					
<b>Date of Hire</b>					
<b>Time of Hire (to include all setting-up and clearing-up)</b>					
<b>From</b>	<b>To</b>	<b>No. of Hrs</b>	<b>@</b>	<b>Amount</b>	Please send completed <b>Booking Form</b> , signed <b>Booking Conditions</b> (sheet 2 below) and <b>2 cheques</b> (made payable to Northall Village Hall Management Committee) to:  Mrs Lorna Cubbage Bookings' Secretary NVHMC "Larums", 39 Eaton Bray Road, Northall, N <sup>r</sup> . Dunstable, Beds. LU6 2EU  Tel: 01525 220361 e-mail: <a href="mailto:lornacubbage@larums.com">lornacubbage@larums.com</a>
		Min. of 3 hours	<b>£6.00/Hr</b>	<b>£</b>	
Crockery/ Cutlery required?	<b>Either:</b> 60 sets of dinner & side plates, bowls, cups, saucers; knives, forks, dessert spoons, dessert forks & tea spoons, together with some sugar bowls & milk jugs.		£6.00	<b>£</b>	
	<b>Or:</b> For serving coffee/tea/cakes for 20 (mugs, side plates & tea spoons; together with a few serving plates, sugar bowls & milk jugs).		£2.00		
<b>TOTAL DUE NOW FOR YOUR BOOKING</b>				<b>£</b>	
Please also attach a separate <b>Deposit Cheque</b> for:				<b>£50.00</b>	

**Please make both cheques payable to: Northall Village Hall Management Committee**

# Northall Village Hall

South End Lane, Northall, Nr. Dunstable, Beds. LU6 2EX

## Booking Conditions

- I agree to pay the total booking fee for any cancellation made within fourteen days of the date of hire. If I cancel the booking between fourteen and twenty eight days of the date of hire, I agree to pay a charge of 50% of the total booking fee.
- I agree to pay in full for any damage to the structure, furniture, equipment or decorations of Northall Village Hall, car park and grounds resulting from the hire of the Hall by me on the date shown in the Booking Form.
- I further agree to remove all rubbish and litter (including rubbish in the kitchen flip-top bin), and to leave the Hall, car park and grounds in a clean and fit condition to the satisfaction of the next user & to the satisfaction of the Northall Village Hall Management Committee (NVHMC), and that any NVHMC labour used in excess cleaning of the Hall, car park and grounds, or for the removal of rubbish on my behalf, will be charged to me at £12.00 per person per hour.
- I am aware that the Fire Regulations restrict the capacity of the Hall to a maximum of 60 people.
- I accept that, in the event of the Hall, or any part thereof, being rendered unfit for the use for which it has been hired, NVHMC will not be liable for any resulting loss or damage whatsoever. (If the Hall is unusable, all Hiring Fees would, of course, be refunded in full).
- I accept that I am hiring the Hall as a non-smoking venue.
- I understand that, although alcoholic beverages can be consumed on the premises, on no account must they be offered for sale.
- I accept that I am responsible for ensuring that everyone on the premises, at any time during the let, comply with all applicable legislation, including The Children Act 1989, The Protection of Children Act 1999 and The Care Standards Act 2000. (Details of these Acts can be read at, or downloaded from [www.opsi.gov.uk](http://www.opsi.gov.uk) )
- If I am using the Hall for commercial purposes, I undertake to arrange my own Public Liability & Personal Accident Insurance. (Use by any non-profit making organisation or person shall not be regarded as use for commercial purposes).
- I have read, understood and agree to follow the [Helpful Notes for Hirers](#) – in particular those relating to Health & Safety.
- I confirm that I am over 18 years of age and that I am legally responsible for this Undertaking.

**Signed:** .....

**Date:** .....

Please return this signed Booking Conditions, along with your Booking Form and 2 cheques, to  
Mrs Lorna Cubbage, Bookings' Secretary, NVHMC, "Larums", 39 Eaton Bray Road, Northall, N<sup>r</sup>. Dunstable, Beds. LU6 2EU  
Tel: 01525 220361 e-mail: [lornacubbage@larums.com](mailto:lornacubbage@larums.com) [www.edlesborough.gov.uk/community](http://www.edlesborough.gov.uk/community)