

**CHACELEY VILLAGE HALL**  
**Charity Number 282185**  
Secretary: Sara Whitfield  
Church Cottage, Chaceley, Gloucestershire GL19 4EH  
T/F 01452 780617

**BOOKING FORM**

**Name** .....

**Organisation**.....

**Address**.....

**Type of function**.....

**Date**..... **start time**..... **end time**.....

**Estimated number attending**.....

**Person responsible for the event** .....

**Address (if different from above)**.....

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**Any persons or organisation hiring Chaceley Village Hall commit themselves when signing the agreement to the following:**

- A**    **Hirers satisfy themselves that all safety equipment is in working order at the commencement of hiring and to report any deficiencies**
- B**    **Hirers are obliged to nominate responsible persons (whose names are recorded on the hiring agreement) who will be responsible for all fire, safety and security matters during the period of the hiring.**
- C**    **Such persons will be aware of the positions and use of fire extinguishers, and fire exits and will be responsible in the event of a fire for ensuring that all persons are marshalled safely out of the building.**
- D**    **Such persons will be responsible for contacting the emergency services in the case of incidents (and the secretary in the case of damage to the building and/or its contents)**

- E** Such persons will control the conduct of the event to ensure that no hazardous activities take place in the hall and that the fire exit is kept clear.
- F** Hirers must read the terms of the premises license for the hall and ensure that their event complies in every respect.

**Unfair Contract Terms Act 1977**

**Chaceley Village Hall Committee does not accept any liability for the loss or damage to any vehicles or their contents and other articles temporarily or indefinitely left in the Village Hall or its cartilage by any person, whether a bonafide user thereof or not, unless negligence can be proved against the Committee.**

**CHARGES**

**Per day or part thereof**

<b>Private hire (Chaceley residents)</b>	<b>£20.00</b>
<b>(Chaceley organisations)</b>	<b>£25.00</b>
<b>All other hire</b>	<b>£35.00</b>

***Cheques payable to Chaceley Village Hall Committee and forwarded to the treasurer, Dudley Stribling, Grain House Farm, Chaceley, Gloucestershire GL19 4EH***

**Hirers will be held responsible for electricity or water charges resulting from these items being left on beyond the hire period and for any breakages that ensue from the hire.**

**NB No smoking is permitted in the Village Hall**