

# STOKE BISHOP COMMUNITY ASSOCIATION

Registered Charity

## Village Hall Booking Form

### 1. Hirer Details

Name / Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

### 2. Booking Details

Main hall, kitchen and toilets

Date of Hire: \_\_\_\_\_

Arrival Time: \_\_\_\_ am/pm Departure Time: \_\_\_\_ am/pm

Include time for setting up and clearing away within your booking period.

### 3. Responsible Person

Name (must be 21 or over): \_\_\_\_\_

### 4. Key Terms of Hire

- Maximum 100 people (fire and licence regulations).
- Commercial use not permitted.
- Open meetings and leaflet distribution are strictly prohibited.
- No live TV (we do not have a TV licence).

### 5. Alcohol

- Alcohol may be provided but not to anyone under 18.
- Alcohol cannot be sold without a valid licence (hirer's responsibility).

### 6. Insurance & Liability

- Hall insured only for claims from its own negligence.
- Hirer must insure their own property and activities.
- SBCA accepts no responsibility for loss, damage, or injury except by its own negligence.

### 7. Care of the Premises

- You are responsible for any damage during hire.
- Report issues or damage immediately.
- Leave the Hall clean, tidy, and secure.
- Remove all rubbish – do not use the black bins in the playground.
- Remove decorations and personal items after use.

## 8. Health, Safety & Conduct

- Follow all Fire, Health & Safety and Local Authority regulations.
- Keep fire exits clear at all times.
- No smoking indoors.
- Leave quietly and respect neighbours.
- No smoke machines or unsafe activities.
- Children must not play on stairs or furniture.
- No ball games or activities risking damage to fittings.

## 9. Heating & Equipment

- Keep doors closed when heating is on.
- Do not place items on radiators.
- Ceiling fans must not be used when helium balloons are in the hall.
- Sound system unavailable to casual hirers.
- Bouncy castles should provide their own insurance.
- All electrical equipment brought into the hall must have a valid PAT certificate.

## 10. Kitchen Use

- Kitchen for drinks, warming and plating food, and washing up only.
- Outside caterers require prior approval.
- Rinse dishes before dishwasher use (instructions on fridge).
- Leave kitchen clean and tidy.
- Do not use tape, Blu Tack, etc., on walls.

## 11. Outdoor Area

- Use only with prior approval.
- For play only – no BBQs or drinks parties.
- Hirer must bring and remove their own padlock.

## 12. Payment & Cancellation

- Hire Fee: £\_\_\_\_\_
- Online Payments:
- Lloyds Bank, Sort Code 30-99-38, Account 00606061, Name: Stoke Bishop Community Association
- Cancellations: refunds at the discretion of the Management Committee.

## 13. Declaration

I/We have read and agree to abide by the Conditions of Hire and are over 21 years of age.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reference (for online payment): \_\_\_\_\_

Please return this form (with payment) by email or post to:

Booking Secretary, Stoke Bishop Village Hall, 42 Stoke Hill, Stoke Bishop, Bristol, BS9 1EX