

HATFIELD TOWN COUNCIL - BOOKING FORM

BIRCHWOOD LEISURE CENTRE, LONGMEAD, HATFIELD, HERTS. AL10 0AN (Central Booking Office)

Tel: 01707 262023 or 270772

Email: birchwood@hatfield-herts.gov.uk

ROE HILL HALL & BAR

FULL NAME:																									
FUNCTION:	NUMBER ATTENDING: I WOULD LIKE _____ x Tables (10 available) _____ x Chairs (80 available)																								
FULL ADDRESS & POSTCODE:																									
EMAIL:	CONTACT NO:																								
DAY & DATE:	HALL TIME: From: _____ To: _____ BAR TIME: From: _____ To: _____																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Hall (Hall & Bar Hire inclusive from 6pm)</td> <td style="width: 10%; text-align: center;">=</td> <td style="width: 10%; text-align: center;">hrs x £.....</td> <td style="width: 20%;"></td> </tr> <tr> <td>Activity Room</td> <td style="text-align: center;">=</td> <td style="text-align: center;">hrs x £.....</td> <td></td> </tr> <tr> <td>Hall & Activity Room</td> <td style="text-align: center;">=</td> <td style="text-align: center;">hrs x £.....</td> <td></td> </tr> <tr> <td>Refundable Deposit</td> <td></td> <td style="text-align: center;">£100.00</td> <td style="text-align: center;">£100.00</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center;">=</td> </tr> <tr> <td colspan="4" style="text-align: center;">TOTAL</td> </tr> </table>		Hall (Hall & Bar Hire inclusive from 6pm)	=	hrs x £.....		Activity Room	=	hrs x £.....		Hall & Activity Room	=	hrs x £.....		Refundable Deposit		£100.00	£100.00				=	TOTAL			
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TOTAL																									

ALL BOOKINGS MUST BE PAID FOR IN FULL (DEPOSIT & HIRE CHARGE) WITHIN 2 WEEKS TO CONFIRM THE FUNCTION

MAXIMUM CAPACITY - ROE HILL 150 (Hall seated 80/Activity room 50) (BAR HIRE INCLUSIVE)

PLEASE NOTE THAT FOOTBALL/ RUGBY /CRICKET MAY TAKE PLACE AT WEEKENDS WHICH CAN AFFECT CAR PARKING

THE HALL IS LOCATED IN A RESIDENTIAL AREA AND MUST BE VACATED WITH MINIMUM NOISE BY 1.00am

PLEASE NOTE WE DO NOT ACCEPT AMERICAN EXPRESS

Payment Details:

Please make cheques payable to "Hatfield Town Council"

Or please debit my _____ (type of card) CREDIT/DEBIT card with the sum of _____

My card number is _____ card issue date _____
Expiry date _____ Security Code I _ I _ I _

Signature Date/...../...../

IF YOU WOULD LIKE TO MAKE A PAYMENT DIRECTLY INTO HATFIELD TOWN COUNCIL BANK ACCOUNT OUR DETAILS ARE AS FOLLOWS:

For the credit of: HATFIELD TOWN COUNCIL Account No: 43031536 Sort Code: 60-10-18

PLEASE QUOTE AS REFERENCE - NAME & HIRE DATE

I HAVE READ AND ACCEPT THE HIRE CONDITIONS ON THE REVERSE OF THIS FORM AND APPLY FOR USE OF THE FACILITIES LISTED ABOVE

SIGNED..... DATE

ROE HILL HALL HALL **CONDITIONS OF HIRE**

1. All lettings are at the discretion of the Council and its authorised officers. The Clerk will reserve the right to refuse a booking.
2. **THE HIRER SHALL PAY A DEPOSIT OF £100 FOR ALL FUNCTIONS WHICH IS RETURNABLE EXCEPT:**
 - (A) IN THE EVENT OF DAMAGE TO THE BUILDING, OR FIXTURES AND FITTINGS, BOTH INSIDE AND OUTSIDE THE PREMISES. THIS INCLUDES BROKEN BOTTLES. IN THE EVENT OF DAMAGE COSTING LESS THAN THE DEPOSIT THE DIFFERENCE WILL BE REFUNDED. IF DAMAGE COSTS MORE THAN THE DEPOSIT THE HIRER SHALL BE LIABLE FOR THE DIFFERENCE.
 - (B) IN THE EVENT OF ANY OF THE CONDITIONS OF HIRE BEING BROKEN BY THE HIRER.
 - (C) IN THE EVENT OF ANY EMERGENCY SERVICES BEING CALLED TO THE BUILDING AS A RESULT OF ACTION OR BEHAVIOUR BY THE HIRER OR THEIR GUESTS.
 - (D) IN THE EVENT OF THE BOOKING BEING CANCELLED WITHIN 3 MONTHS.
 - (E) IN THE EVENT THAT THE BUILDING IS NOT LEFT IN THE CONDITION IT WAS HIRED IN. THE HIRER IS RESPONSIBLE FOR LEAVING THE PREMISES INCLUDING TOILETS AND THE SURROUNDING AREA IN A CLEAN AND TIDY CONDITION; UTENSILS AND EQUIPMENT PUT AWAY; LIGHTS, TAPS, EQUIPMENT ETC ALL TURNED OFF; ANY COMMENTS TEMPORARILY REMOVED FROM THEIR USUAL POSITIONS PROPERLY REPLACED.
3. The hirer shall be present and totally responsible for the premises during the hire period.
4. The hirer shall be entitled to use only the areas within the premises specified on the hire agreement.
5. **ALL BOOKINGS MUST BE PAID IN FULL WITHIN 2 WEEKS OF CONFIRMING THE FUNCTION. THE REFUNDABLE DAMAGE DEPOSIT OF £100 MUST ALSO BE PAID WHEN BOOKING THE FUNCTION.**
6.
 - (a) All functions must cease and the premises vacated no later than 12.30am with a minimum of noise as the Hall is located in a residential area.
 - (b) To comply with the Public Entertainment Licence, music must cease no later than 12.00am.
 - (c) The licensed Bar must close at 12.00am with last orders at 11.40pm and drink up by 12.00am.
7. The hirer shall ensure that any spill liquids are mopped up immediately.
8. The hirer shall be responsible for clearing their own rubbish and placing it in the external bins provided, leaving the hall as found.
9. The hirer shall ensure that all fire exits, passages and doors are kept free and unobstructed during the hire period. This includes access from the road to the main doors of the premises. In case of fire the hirer is to follow Hatfield Town Councils Fire Evacuation procedure.
10. The use of white tack only may be used on windows, doors, tiles & glossed surfaces (not emulsion surfaces). Sticky tape, blue tack or other materials are prohibited on any surface. Nothing is to be hung from the ceiling. We do have available '3M Damage Free Hanging Strips' for you to purchase, these can be used on all surfaces.

11. Any damage caused to the building during the hire period should be reported and the hirer shall be liable for the damage. During the hire period the hirer shall not interfere with any electrical installations, nor drive nails or pins into walls.
12. All Functions on Friday and Saturday from 6.00pm to 12.30am can only take place with a Bar provided by the Council. The hirer must be over the age of 21. No alcoholic or 'soft' drinks may be brought onto the premises. All wines, spirits, beer, soft drinks etc. must be supplied through the Bar.
13. Maximum Attendance ROE HILL HALL 150 (SIT DOWN MEAL 80)
14. The hire time includes 15 minutes each side of the hire for set up, cleaning and vacating the premises. Time over and above the hire time will be charged at £1 per minute, payable to the caretaker, and will be deducted from the deposit. Please book & pay for any extra set up/take down time in advance.
15. It is requested of the hirer to ensure that underage drinking does not take place. Buying alcohol for consumption by a person under 18 is an offence. The Bar Staff have the right to refuse any person whom they consider is under the age of 25 years.
16. The Council reserves the right to cancel any letting for any time, or in an emergency, or on giving not less than 28 days notice in writing. In such cases fees paid shall be refunded to the hirer by the Council. The Council shall not be liable to pay any compensation to any person in respect of the cancellation.
17. No fee paid will be refunded where the premises are not used on the day for which they are hired, except in the event of a cancellation not later than 3 months before the date of reservation for a reason acceptable to the Council. The hire charge may be refunded less a charge to cover administration costs.
18. Hatfield Town Council staff shall have access to all parts of the premises during the hire period.
19. **THE COUNCIL SHALL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED TO ARTICLES WHILST ON THE COUNCIL'S PREMISES.**
20. Please note that Football, Cricket or Rugby may take place at weekends which may affect car parking. The lounge Bar is not always exclusive to the hirer, it may be used by sports teams.
21.
 - (a) No bookings can be made by anyone under the age of 21
 - (b) A Bar will not be provided for a Birthday Party for anyone under the age of 21
22. The use of smoke machines or any form of pyrotechnics IS **STRICTLY PROHIBITED** either inside or outside the building.
23. If you wish to use a Bouncy Castle prior permission is to be gained. No permission will be granted on the day.
24. Any helium balloons and all other decorations must be removed by the end of the function, to ensure that the building alarms are not set off by balloons floating in front of the sensors.
25. No bookings can be taken for Parties for ages 13 to 20 year olds inc 18th, Prom and/or after parties, Sweet Sixteens and Bar/Bat Mitzvahs.
26. The hirer shall agree to take full responsibility for the food prepared and served in the hall.

LEMSFORD HALL CONDITIONS OF HIRE

1. All lettings are at the discretion of the Council and its authorised officers. The Clerk will reserve the right to refuse a booking.

2. **THE HIRER SHALL PAY A DEPOSIT OF £100 FOR ALL FUNCTIONS WHICH IS RETURNABLE EXCEPT:**

(A) IN THE EVENT OF DAMAGE TO THE BUILDING, OR FIXTURES AND FITTINGS, BOTH INSIDE AND OUTSIDE THE PREMISES. THIS INCLUDES BROKEN BOTTLES. IN THE EVENT OF DAMAGE COSTING LESS THAN THE DEPOSIT THE DIFFERENCE WILL BE REFUNDED. IF DAMAGE COSTS MORE THAN THE DEPOSIT THE HIRER SHALL BE LIABLE FOR THE DIFFERENCE.

(B) IN THE EVENT OF ANY OF THE CONDITIONS OF HIRE BEING BROKEN BY THE HIRER.

(C) IN THE EVENT OF ANY EMERGENCY SERVICES BEING CALLED TO THE BUILDING AS A RESULT OF ACTION OR BEHAVIOUR BY THE HIRER OR THEIR GUESTS.

(D) IN THE EVENT OF THE BOOKING BEING CANCELLED WITHIN 3 MONTHS.

(E) IN THE EVENT THAT THE BUILDING IS NOT LEFT IN THE CONDITION IT WAS HIRED IN. THE HIRER IS RESPONSIBLE FOR LEAVING THE PREMISES INCLUDING TOILETS AND THE SURROUNDING AREA IN A CLEAN AND TIDY CONDITION; UTENSILS AND EQUIPMENT PUT AWAY; LIGHTS, TAPS, EQUIPMENT ETC ALL TURNED OFF; ANY CONTENTS TEMPORARILY REMOVED FROM THEIR USUAL POSITIONS PROPERLY REPLACED.

3. The hirer shall be present and totally responsible for the premises during the hire period.

4. The hirer shall be entitled to use only the areas within the premises specified on the hire agreement.

5. **ALL BOOKINGS MUST BE PAID IN FULL WITHIN 2 WEEKS OF CONFIRMING THE FUNCTION. THE REFUNDABLE DAMAGE DEPOSIT OF £100 MUST ALSO BE PAID WHEN BOOKING THE FUNCTION.**

(a) All functions must cease and the premises vacated no later than 12.30am with a minimum of noise as the Hall is located in a residential area.

(b) To comply with the Public Entertainment Licence, music must cease no later than 12.00am.

(c) The licensed Bar must close at 12.00am Friday & Saturday with last orders at 11.40pm and drink up by 12am. For other nights please contact staff for times.

7. The hirer shall ensure that any spill liquids are mopped up immediately.

8. The hirer shall be responsible for clearing their own rubbish and putting it in the external bins provided, leaving the hall as found.

9. The hirer shall ensure that all fire exits, passages and doors are kept free and unobstructed during the hire period. This includes access from the road to the main doors of the premises. In case of fire the hirer is to follow Hatfield Town Councils Fire Evacuation procedure.

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13. Maximum Attendance LEMS福德 120 (SIT DOWN MEAL 70)

14. The hire time includes 15 minutes each side of the hire for cleaning and vacating the premises. Time over and above the hire time will be charged at £1 per minute payable to the caretaker and will be deducted from the deposit. Please book and pay for any extra setup/take down time in advance.

15. It is requested of the hirer to ensure that underage drinking does not take place. Buying alcohol for consumption by a person under 18 is an offence. The Bar Staff have the right to refuse any person whom they consider is under the age of 25 years.

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19. **THE COUNCIL SHALL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED TO ARTICLES WHILST ON THE COUNCIL'S PREMISES.**

20. Please note that football may take place at weekends which could affect the car parking available.

21. (a) No bookings can be made by anyone under the age of 21

(b) A Bar will not be provided for a Birthday Party for anyone under the age of 21

22. The use of smoke machines or any form of pyrotechnics IS **STRICTLY PROHIBITED** either inside or outside the building.

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The following website has useful information:

www.nhs.uk/Livewell/homehygiene/Pages/Foodpoisoningtips.aspx