

# BARBON VILLAGE HALL

Registered Charity in England and Wales No. 523051  
VAT Registered No. 829 2352 21

## The Hirer's Responsibilities are:-

- 1 The keys are kept in the key pad box on the right-hand side of the door
- 2 The key pad number will be given when the booking is confirmed
- 3 At the end of the let, the keys should be returned to the key pad box
- 4 All chairs and tables to be put away in their correct places
- 5 The floors to be swept and waste bins emptied and rubbish taken away - do not leave it at the Village Hall.
- 6 Table cloths and tea towels to be laundered and returned promptly
- 7 Any damage must be reported to the Chairman or Secretary. Repairs to be at the hirers cost
- 8 The hirer must be over 18 years of age and be present at all times during the hire
- 9 On leaving the Village Hall at the end of the let, turn off all the lights and hot water boilers
- 10 A minimum charge of £50.00 will be made if the above responsibilities are not complied with

## CHARGES PER HOUR (FULL HOUR ONLY) INCLUSIVE OF VAT:

A. MAIN HALL & KITCHEN	£10.00
B. COMMITTEE ROOM & KITCHEN (back)	£6.00
C. COMMUNITY ROOM & KITCHEN (side)	£6.00
D. WHOLE HALL & KITCHENS	£20.00

## Alcohol

Do you intend to supply alcohol at this event Yes or No?

If yes you will be sent a separate application form for consideration by the Management Committee.

If the Village Hall committee run the bar and bottles or cans are found which have not been purchased over the bar, a charge will be made to the hirer of £5.00 per bottle/can.

BOOKING FORM TO BE COMPLETED & RETURNED TO SUE THORNBUR  
MISTRESS LUMB, BARBON, CARNFORTH, LANCS LA6 2LS Tel No 015242 76343

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

PURPOSE OF HIRE: \_\_\_\_\_ Do you need stage? Yes/No

A. MAIN HALL & KITCHEN

B. COMMITTEE ROOM & KITCHEN (back)

C. COMMUNITY ROOM & KITCHEN (side)

D. WHOLE HALL & KITCHENS

**Booking Time From/To:**  
Total Number of Hours =

I have read and agree the above responsibilities and agree to pay the charge of £

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_