



## ROTHENORMAN VILLAGE HALL

### RENTAL FORM 2024

Please sign and return the completed form to:

[bookings@rothienormanhall.co.uk](mailto:bookings@rothienormanhall.co.uk)

Please complete in **BLOCK** capitals and tick boxes relevant.

<b>Hirer and/or Responsible Person:</b> (must be in attendance at event):			
<b>Type of Event:</b> Eg Meeting, Fayre, Party (Childrens), Ladies Day etc			
<b>Date Required:</b> /    /	<b>Time From:</b> (should include from setup time)		<b>Time To:</b> (should include to tidy up time)
<b>Comments:</b> (should you require to set up the day before or if you wish to book additional dates with the same time please add info here)			

**FACILITIES REQUIRED:**

<b>Keys to access Hall</b>		<b>Main Hall</b>		<b>Side Hall</b>		<b>Whole Hall</b>	
<b>Kitchen</b>		<b>Stage</b>		<b>Chairs</b>		<b>Tables</b>	
<b>Other</b> (please put in a description)							
<b>Licensed Function</b>	Yes	No	If you answered Yes, please refer to sections 2.4 of <a href="#">Hall User T&amp;Cs</a>				
<b>BYOB</b>	Yes	No					
<b>Inflatables/ Bouncy Castle</b>	Yes	No	If you answered Yes, please refer to section 2.5 of <a href="#">Hall User T&amp;Cs</a>				

**CLEARING/CLEANING:**

Clearing up of the Hall must commence as soon as the event is completed or no later than 9am the following morning (this includes tidying away tables/chairs and leaving the hall in an acceptable condition). **Please tick relevant box to your event.**

<b>For smaller events</b> such as meetings, Hirer agrees to tidy away tables and chairs and leave Hall in same condition as found/acceptable standard	
<b>For medium sized events</b> such as Children’s parties, Hirer agrees to clear and <u>sweep</u> Hall (there will be no requirement to clean toilets) <span style="float: right;"><b>OR</b></span>	
<b>For medium sized events</b> such as Children’s parties, Hirer agrees to clear the Hall in such condition that the cleaner can sweep and tidy up to an acceptable standard. Hirer also agrees to the cost of cleaning/sweeping the Hall (£20/per hour charged at 1 hour)	
<b>For Larger events</b> where alcohol will be consumed, Hirer agrees to clear and <u>clean</u> Hall (including mopping all floors and cleaning toilets) <span style="float: right;"><b>OR</b></span>	
<b>For larger events</b> where alcohol will be consumed, Hirer agrees to clear the Hall in such condition that the cleaner can do their job to an acceptable standard. Hirer also agrees to the cost of the cleaning bill (£20/per hour charged at 2 hours)	

**NOTES:**

- Please ensure you have made arrangements for collecting the keys in plenty of time.
- The Hall Committee reserves the right to refuse or cancel bookings.
- The Hall Committee will endeavour to ensure that the hall is ready for use, but will not accept any responsibility for any breakdown, leakage or damage that cannot be repaired before or during an event.

- The Hall Committee and/or the Police have right of entry to the hall at all times.

**LETTING CODE:**

The conditions of let require that the contents of the [Hall User Terms & Conditions](#) be adhered to in the interests of Health and Safety for all Hall Users with no exceptions. Many of these provisions are made in order to ensure compliance with the law.

**As each let in the hall is different, organisers may need to add further risk assessments to the [templates found on our website](#).**

Please read these carefully and if you have any queries please contact [bookings@rothienormanhall.co.uk](mailto:bookings@rothienormanhall.co.uk) for further clarification prior to returning this form.

I/we have read and agree to comply with/abide by the conditions of hire listed in the Hall user Terms & Conditions namely (but not limited to); the **Fire, Health & Safety, Risk Assessments, First Aid, Waste and Basic Food Hygiene.**

<b>Signed:</b>	<b>Date:</b>
<b>Name (Block Capitals):</b>	<b>Tel no/Mobile:</b>
<b>Address:</b>	