

Meetings and Functions Booking Form

Name..... Company Name.....

Address.....

Postcode..... Telephone Number.....

E-mail Address..... Fax Number.....

Hire Fees (from 1st August 2009)

Owen Pooley Hall (up to 80 people) £9.50 per hour £80.00 day rate

Austin Hall (up to 200 people)
Saturday £13.50 per hour £115.00 day rate

Sunday to Friday £10.00 per hour £80.75 day rate

After midnight any day £25.00 per hour or part of by arrangement only

Outside Bar Licence £21.00 (payable to Huntingdonshire District Council)

Minimum booking – 2 hours. A 50% increase on the above rates will be charged for commercial hirers. Deposit – A refundable deposit of £60.00 will be charged for party type functions.

Hiring Requirements (tick)

Austin Hall

Owen Pooley

Other

Event..... Date.....

Time from.....am/pm to.....am/pm (including set up and cleaning time)

Deposit	£ :	Please make cheques payable to "Yaxley Parish Council"
Hire Charge	£ :	
Total	£ :	
I have read and understand the Conditions of Hire (overleaf) and agree to the terms stated.		Please issue separate cheques for deposit and hire charge Payment is required in full for confirmation of booking.
Signed		
Date		Authorised by
		Date

AUSTIN HALL & OWEN POOLEY HALL - CONDITIONS OF HIRE

1. The Hirer will, during the period of hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
2. The Hirer shall not use the premises for any purposes other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereon without written permission.
3. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Right Society, from Phonographic Performance Ltd or otherwise and the observance of the same.
4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. The Hirer shall comply with all conditions and regulations made in the respect of the premises by the fire authority, local authority, the local magistrate's court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or state plays.
6. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulation.
7. The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.
8. The Hirer shall indemnify the council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of hiring as a result of the hiring. A deposit of £60 will be charged against damage which might occur at party type functions.
9. If the Hirer wishes to cancel the booking before the date of the event and the council is unable to conclude a replacement booking, the question of the payment of the repayment of the fee shall be at the discretion of the council. Usually fourteen days notice must be given in writing to the clerk and in most cases, an administrative charge equal to 10% of the booking fee will be deducted from the refund.
10. The Hirer shall ensure that the minimum of noise is made on arrival and departure.
11. The Hirer shall ensure that no dogs except guide dogs are brought into the hall.
12. At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the council shall be at liberty to make an additional charge. If the hall is not vacated within 15 minutes of the official hand over time, a charge equal to one hour's letting fee will be deducted from the damage deposit for each hour or part hour over run.
13. The Council reserves the right to cancel this hiring in the event of the hall being required for use as a polling station for a Parliamentary or Local government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
14. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the council shall not be liable to the Hirer for any resulting loss or damage whatsoever. The person named as the hirer shall be responsible for ensuring the safety of persons during the function.
15. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children's Act 1989 and that only fit and proper persons have access to children.
16. The Council reserves the right to refuse a booking without notice or to cancel the hiring agreement at any time either before or during the term of the agreement upon giving seven days notice to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Council but the Council shall not be liable to make any further payment to the hirer.
17. All Fees and Deposits for hiring the halls must be paid in advance to the Clerk of the Yaxley Parish Council
18. If a bar is to be used in conjunction with the Owen Pooley Hall, it must be situated in the foyer and not in the hall.
19. The Halls are licensed for maximum numbers of persons as listed below:
 - a. Seated audience Austin Hall 200 Owen Pooley 125
 - b. Dinner dances Austin Hall 130 Owen Pooley 80
 - c. Dancing without meals Austin Hall 200 Owen Pooley 80