

THOMAS HUGHES MEMORIAL HALL - UFFINGTON

BOOKING FORM from October 2021

HIRER CONTACT INFORMATION	
Hirer/Group Name	Address Postcode
Contact name	Hirer/Group Status
Phone	<input type="checkbox"/> Non-Community
E-mail	<input type="checkbox"/> Community (Uffington, Baulking & Woolstone)

HIRE REQUIREMENTS	
Purpose of Hire	
Hire Date Required	Regular hirers with multiple dates go to Page 2
Halls required (tick both for whole hall)	<input type="checkbox"/> Small Hall <input type="checkbox"/> Large Hall <input type="checkbox"/> Stage and Audio-Visual system Requires agreement from committee
Times required (see note4)	Start: Finish:
Cost of Hire (see page 2)	£
Deposit – see notes 2 & 3	£ Balance due on hire £

LICENSABLE ACTIVITIES	
Sale of Alcohol	If you will be selling alcohol you must either: a. Apply for a Temporary Event Notice via the V.W.H.D.C web site. b. Use the halls licence, however this is only available to community groups by prior agreement at a cost of £21. Please ask if help required.
	<input type="checkbox"/> No a. <input type="checkbox"/> b. <input type="checkbox"/>

The Hall is licensed for the following: Performance of Plays, Live Music, Dance & Recorded Music. Making Music, Projection of Films & Dancing. Please contact us if you plan another activity not listed.

NOTES

- All invoices are to be paid 21 days from the date of the invoice.
- No deposit required for regular community hirers. Deposit for single bookings to be set when booking is made
- Deposit refunded and/or no hire charge levied if booking cancelled more than 2 weeks before hire.
- Functions are not permitted beyond midnight without express permission of the committee in writing.
- Users only have sole use of the kitchen if you have booked both halls.
- All food preparation must be carried out by persons trained in food hygiene standards and knowledge of allergens.
- By signing this form you confirm you are at least 18 years of age and are formally accepting the THMH conditions of hire, **INCLUDING THE COVID-19 SUPPLEMENT**. Copies of these conditions can be found at the hall, Shop and on the website.

Signature (see note 5)	
Name and Title	
Date	

Hall users are reminded, the black and green waste bins are NOT for general use. HOWEVER, COVID-19 SANITIZING MATERIALS CAN BE PLACED IN THE BLACK BIN. Any hirer filling one or both bins with rubbish or leaving bags of rubbish on the premises WILL BE CHARGED.

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REGULAR HIRE DATES REQUIRED

<p>Hire Dates Required</p> <p>Regular hirers to list ALL dates required. e.g. statements like “all Tuesdays in term time” will NOT be accepted.</p> <p>Any dates not listed will be available to others for booking.</p> <p>Dates may be booked up to 31st December of the next year but charges are reviewed at the end of March each year and may therefore increase.</p> <p>Any one off non-regular hire dates require a separate form.</p>				

HIRE CHARGES (£ PER HOUR) – 1ST APRIL 2021 TO 31ST MARCH 2022

Day	Time	Large Hall	Small Hall
Sunday - Thursday	09:00 – 18:00	10:75	9:60
	18:00 – 24:00	13:20	11:95
Friday	09:00 – 18:00	10:75	9:60
	18:00 – 24:00	18:95	14:35
Saturday	09:00 – 18:00	15:95	9:60
	18:00 – 24:00	24:00	14:35
Weddings, Dances & Parties (requiring both halls subject to availability)			
Sunday - Thursday	09:00 – 24:00	385:00	
Friday	09:00 – 24:00	395:00	
Saturday	09:00 – 24:00	410:00	
Uffington, Woolstone & Baulking hirers are entitled to “Community Hire Charges.” Please ask for details.			

NOTES

- A. Hire period must include set-up before and re-instatement after function. **A FREE ALLOWANCE OF 30 MINUTES BEFORE AND AFTER A BOOKING IS PROVIDED FOR HIRER TO CARRY OUT COVID SANITIZING AND SAFETY PROCEDURES.**
- B. Additional charges will be levied if heating or lighting is left on after a function, or if hall or kitchen are left unclean or if use of green and black waste bins for small amounts of rubbish is abused.
- C. To meet COSHH requirements (Control of Substances Hazardous to Health), with the exception of washing-up liquid, the hall does not provide other cleaning chemicals. **Users of the kitchen facilities MUST provide their own materials to be able to leave the kitchen clean**

For payment of hire, contact: Uffington Stores, White Horse SN77SE Tel: 07957 361481

THE HIRER MUST HOLD CONTACT DETAILS FOR 21 DAYS OF ALL PERSONS ATTENDING A FUNCTION AND INFORM THE HALL COMMITTEE IF ANY ATTENDEE DEVELOPS COVID SYMPTOMS. THOSE ATTENDING, WHO HAVE A SMART PHONE PLEASE SCAN THE NHS QR NOTICE IN THE FOYER.

www.thmh.co.uk