



Borth Sports and Playing Fields Association

Borth Community Hall / Hire Form / Terms & Conditions.

Organisation, Hirers Name, Address, Phone No

Organisation

First name

Last name

Number or Name, Street address

Street address line 2

Village, Town, City

Post code

Phone:

Mobile:

Email address

Total Hours must include Setting up before Event. Clearing and Cleaning up after the Event.

Date	Time From / To		Hour's
		Total Hour's	
	Cost Per Hour / ½ Day / Full Day	Total Cost	£

Please read the 'Terms and Conditions of Hire' and sign the Declaration on page two, with a deposit of £100.00

BORTH COMMUNITY HALL

On behalf of Borth Sports and Playing fields Association, Uppingham Fields, Borth, Ceredigion.
Chairman: Mr R Quant Treasurer: Mrs H Matthews Secretary: Mrs J Gethin

Terms and Conditions of Hire

- The person named at 'Contact' on the booking form will be held responsible for the booking
- Bookings are exclusive to the Organisation named on the booking form and may not be passed on to any other group or individual
- The times of the booking include all get in/set-up and clear-up/get out time.
- All bookings must be secured with a £100 damage deposit which is refundable.
- Payment for Hall hire is required 7 days prior to the booking date.
- Hall management must be informed of room layout and equipment requirements at least 7 days prior to the booking date. A separate form, available from management, must be completed specifying technical and general requirements for the Hall. Key holders must not make copies of keys or give keys to other people unless authorised to do so by Hall management. Organisers must take notice of Fire Safety instructions.
- Management reserve the right to inspect the premises at any time during a booking. **THERE MUST BE NO SMOKING ON THE PREMISES.**
- No animals are permitted on the premises, except Guide dogs.
- Alcohol must not be served without prior permission of the Management. All tables and chairs must be stacked at the end of your booking.
- All rubbish, sets and equipment etc must be removed at the end of your booking. A charge will be made for the disposal of any items left on the premises.
- The premises must be vacated at the agreed time on the booking form. The Hall cannot take any responsibility for any equipment/personal effects left on the premises.
- Please read and sign the declaration below and return the form with your £100 deposit.

Declaration

- I have read and agreed to the Terms and Conditions of hire
- I accept responsibility for any loss or damage that occurs during my booking
- I undertake to leave the premises in a clean and tidy state
- I will leave the premises at the agreed time
- I agree to abide by all licensing laws relating to the sale of alcohol and the provision of stewards as necessary
- I agree Payment for Hall hire is required 7 days prior to the booking date.
- I enclose payment of £100 refundable deposit

Signed.....Date.....

Print Name.....

Please make cheques payable to BSPFA, BACS payments to 40-08-09, A/C 71180835

Postal Address: Mrs H Matthews, 7 Caewern, Glanwern, Ceredigion, Borth. SY24 5NB

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