

BORTH SPORTS AND PLAYINGFIELDS ASSOCIATION UPPINGHAM FIELDS, BORTH, CEREDIGION SY24 5LH

Chairman: Mr R Quant Treasurer: Mrs H Matthews Secretary: Mrs J Gethin

BORTH COMMUNITY HALL 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 enclose payment of £100 deposit

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

Print Name.....

On behalf of Borth Sports and Playingfields Association, Uppingham Fields, Borth, Ceredigion.
Please make cheques payable to BSPFA, BACS payments to 40-08-09, A/C 71180835

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BOOKING FORM

Client Name And Details:	Contact:
Brief Details of Event:	Room layout/equipment requirements

A Deposit of £100 is required to secure your booking.

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

Date(s) and times of hire, please note these include get in/set-up and clear-up/get out requirements

Date	Details	Times	Total Hours
Total Hours to be invoiced		_____	
Total invoice amount		£ _____	