

# Shuttington & Alvecote Parish Hall Booking Form

Main Road, Shuttington B79 0DP

Please fill in all sections, sign the reverse of the form and return with your deposit to Margaret Frost. Please make payment to Account in the name of Shuttington & Alvecote Parish Hall Committee Account No: 00148201 Sort Code: 30-98-44 or make cheques payable to. Shuttington & Alvecote Parish Hall Committee and return with this completed form.

**THIS AGREEMENT** is made on the date (1) and between the COMMITTEE (2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned (7):

**A THE COMMITTEE** agrees to permit the Hirer to use the premises (5) for the purpose (4) and for the periods (6) described below:

1 DATE OF AGREEMENT		REF	
<i>office use only</i>			
<b>2 (a) PARISH HALL MANAGEMENT COMMITTEE OF SHUTTINGTON &amp; ALVECOTE PARISH HALL</b>			
(b) Authorised Representative	Margaret Frost		
Address	6 Church Lane, Shuttington, TAMWORTH, Staffs B79 0EB		
Telephone & Email	07977 938101 / 01827 901881 Email: mfrostsvh@gmail.com		
<b>3 HIRER</b>			
(a) Organisation:			
(b) Authorised Representative:			
Address:			
Telephone:			
<b>4 PURPOSE OF HIRE</b>			
<b>5 PREMISES (please indicate requirement)</b>			
Main Hall + Kitchen			
Pat Fletcher Room only			
<b>6 PERIOD OF HIRE</b>			
Date(s):			
Hours:	FROM:	am/pm	TO: am/pm
<b>7 HIRING FEE</b>			
Hiring fee due:		Bond enclosed:	
Hiring fee is payable when booking the Hall.			
A refund of 75% only will be made for cancellations made in the last 7 days			BONDS Children's Party £50 Adult events £100 Ages 12-21 events £200 (*please note special conditions)
<p><i>The booking isn't confirmed until the full payment is made.</i></p> <p><i>Any Bond Cheques will be destroyed after the event provided the Hall and surroundings are left as found.</i></p> <p><i>For reimbursement of Bond please contact the hirer after the event with account details to receive refund.</i></p>			

**B THE HIRER** agrees with the COMMITTEE to observe and perform the provisions and stipulations contained or referred to in the COMMITTEE's "Standard Conditions of Hire" for the time period in force and as annexed hereto (an understanding of which the HIRER acknowledges) together with the special conditions set out in the schedule overleaf (if any).

## PLEASE SIGN THE REVERSE OF THIS BOOKING FORM.

The data provided on this form is retained solely for the purposes of the agreement and for the financial validation of Shuttington & Alvecote Parish Hall accounts.

This information will be kept securely.

# Shuttington & Alvecote Parish Hall Standard Conditions of Hire

(If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary should immediately be consulted.)

**C1. THE HIRER** will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort and 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, and no vehicles are permitted to park on the field.

**C2. THE HIRER** 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 any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without permission.

**C3. THE HIRER** shall be responsible for obtaining such licences as may be needed whether for the consumption of intoxicating liquor, from the Performing Right Society, or otherwise for the observance of the same.

**C4. THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Government, Local Authority, Police, Fire Authority, the Local Magistrates Court, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment stage plays.

**C5. THE HIRER** shall indemnify the Committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the building which may occur during the period of the hiring, or as a result of the hiring.

**C6. IF THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.

**C7. AT THE END** of the hiring, the HIRER shall be responsible for leaving the premises and surroundings 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 Committee shall be at liberty to retain the bond.

**C8. THE COMMITTEE RESERVE** 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 by-election, in which case the HIRER shall be entitled to a full refund of any deposit already paid.

**C9. IN THE EVENT** of the Hall being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

**C10. IN THE EVENT** of a lack of parking, no vehicles shall be permitted to park on the field.

## **\*SPECIAL CONDITIONS\***

(If the bond does not cover the full extent of the damage caused then a further claim will be made and pursued through the small claims court if necessary)

**AS WITNESS** the hands of the parties hereto:

**DATE :-** \_\_\_\_\_

**SIGNED** by the person named at (2b) above on behalf of the Parish Hall Management Committee (2a) above:

\_\_\_\_\_

**SIGNED** by the person named at (3b) above on behalf of the organisation named at (3a) above:

\_\_\_\_\_

**IT IS AGAINST THE LAW TO SMOKE OR VAPE ON THESE PREMISES.**

# Shuttington & Alvecote Parish Hall Hourly Rates from 1<sup>st</sup> April 2025

	Summer (1 <sup>st</sup> May – 30 <sup>th</sup> September)		Winter (1 <sup>st</sup> October – 30 <sup>th</sup> April)	
	Residents	Other	Residents	Other
<b>Pat Fletcher Room</b>	<b>£11/hr</b>	<b>£12/hr</b>	<b>£13/hr</b>	<b>£14/hr</b>
<b>Main Hall</b>	<b>£13.50/hr</b>	<b>£16/hr</b>	<b>£16/hr</b>	<b>£18/hr</b>

## Notes

A returnable bond of £50, £100 or £200 (see booking form for details) will be charged for bookings, and this will be retained in the event of the building or its facilities not being left as found, or any damage or abuse of the building, its facilities or even of the surrounding area, which result in costs being incurred to clean or rectify the situation. If the bond does not cover the full extent of the damage, then a further claim will be made and pursued through the small claims court if necessary.

**Please Note** – Nothing should be fixed to the walls in the Hall.

Only mini bouncy castles for the age group up to 5 are permitted inside the Parish Hall. The Playing Field is not a part of the Parish Hall hire, but is the responsibility of Shuttington Parish Council. Enquiries to [shuttpc@gmail.com](mailto:shuttpc@gmail.com).

For full details or to make a booking contact Margaret  
on 07977 938101 / 01827 901881  
or email [mfrostsveh@gmail.com](mailto:mfrostsveh@gmail.com)