

**Kingston Village Hall**  
The Green, Kingston, Cambridge CB23 2NN  
(Secretary: Sarah Wright 0787 999 1068)

**BOOKING FORM 2023**

Registered Charity 1197094

Name	
Address	
Telephone	
Email	
On behalf of	

I WISH TO HIRE ON	Day		Date	/ /
TIMES	From		To	

I wish to hire the Hall as stated and agree to abide by its Conditions of Hire.  
I enclose the full hiring fee at the time of booking. Bookings cancelled within 28 days prior to the event will forfeit 50% of the hiring fee.

I confirm that if additional licences are required for the activities for which I am hiring the Hall, I will ensure that these are obtained prior to the event.

**You can pay with cash, cheque or BACS:**

**Please make cheques payable to KINGSTON VILLAGE HALL MANAGEMENT COMMITTEE or BACS sort code 201719 account number 00643920. Please put your name in the reference box.**

**RETURN YOUR COMPLETED FORM TO:**

**Chris Reid, The Thatches, Rectory Lane, Kingston, Cambs CB23 2NL.  
This completed booking form is also your invoice.**

AMOUNT TO PAY	£	
SIGNED		Date / /

**HIRE CHARGES**

For Kingston Residents	Before 7 pm <b>£5.00 per hour</b>	After 7.00 pm <b>£7.00 per hour</b>
For Non-Residents	Before 7.00 pm <b>£10.00 per hour</b>	After 7.00 pm <b>£13.00 per hour</b>

To qualify for Kingston Resident rates an individual must be hiring for a private, family or social event and must appear in the Parish Register. Any amendment to these charges may be agreed in advance with the Kingston Village Hall Management Committee.

The hall is equipped with a supply of glasses, cutlery and china. There are also tables and chairs.

**The Marquee can be hired at a cost of £75.00 per hire (up to 6 days)**

### CONDITIONS OF HIRE

- 1 The Hirer must be over 18 years of age.
- 2 Bookings must be paid for in advance and Village Hall bookings are not confirmed until full payment is received. There may occasionally be special arrangements made with the Kingston Village Hall Management Committee.
- 3 The Hirer is responsible for obtaining all necessary licences for the event.
- 4 The Hirer is liable for all breakages.
- 5 No event may continue beyond 11.00 pm on any night. Please make every effort to ensure minimal disturbance to local residents, particularly when leaving the hall late at night.
- 6 The Hirer is responsible for ensuring that the capacity of the hall is not exceeded.

### Maximum Capacities

Table Seated	48
Theatre Seated	60
Standing	70

- 7 Preparation and clearance of the Hall is the responsibility of the Hirer. **The Hall should be left as one would wish to find it.** Brooms, spray mop (for blue floors) and Hoover are available in the boiler cupboard. Liquids spilled on the wooden floor must be wiped and dried immediately. **Do not wash the wooden floor.** Use only the broom or Hoover. If additional hall cleaning is required the Chairman will advise and payment will have to be made direct to the Cleaner. **ALL** rubbish must be removed to the bins provided, ensuring that recycled items are placed in the correct containers. Please take unused food home.
- 8 Hirers should request a key, to be held for the period of hire, obtainable as advised at the time of booking. The key should be returned immediately after the event. Please ensure that BOTH entrance doors are unlocked when the Hall is occupied.
- 9 Discos and Dances for paying guests are only allowed if definite, agreed numbers of tickets are available to sale in advance. The general public cannot be admitted by paying at the door. Four responsible, attending adults must be nominated on the Supplementary Form below. All volumes must remain at a reasonable level as determined by the Kingston Village Hall Management committee.

- 10 All accidents and breakages MUST be reported to the Secretary as soon as possible. Accidents must be recorded in the Accident Book located with the First Aid box on the windowsill in the main lobby.
- 11 A decision by the Kingston Village Hall Management Committee, or their appointed representative, shall be final and must be accepted along with these rules as part of the condition of hire.

### SUPPLEMENTARY FORM FOR DANCES AND DISCOS

When booked for a dance or disco, the Hirer shall supply the names and addresses of 4(Four) responsible adults who will be in attendance at the Hall whilst people are on the premises and shall be responsible for the safety of the Hall and guests.

#### **First Responsible Adult**

NAME			
ADDRESS			
Contact Telephone			

#### **Second Responsible Adult**

NAME			
ADDRESS			
Contact Telephone			

#### **Third Responsible Adult**

NAME			
ADDRESS			
Contact Telephone			

#### **Fourth Responsible Adult**

NAME			
ADDRESS			
Contact Telephone			

#### **Name of Band or Disco Operator**

NAME			
ADDRESS			
Contact Telephone			
SIGNED (Hirer)		Date	/ /