



# Meldon Village Hall, Booking Form

Meldon, Okehampton, Devon. EX20 4LU

Reg .charity 1076747  
chairperson: Sandra Heard

Bookings: Maria Hauerlev 07969795604

Hirer Name .....

Address:.....

Email: .....

Contact no. ....

Date of hire:                                      Time of Hire      **AM**      **PM**      **Evening**

Room required: **Main Hall - Bar/Committee room - Kitchen** (please circle requirement)

Purpose of hire:

**1.Hirer Responsibility.** The hirer must be at the hall at the agreed time and must remain at the hall until the end of the hire period. It is the hire’s responsibility to ensure that the terms and conditions of necessary licenses and special conditions (alcohol, performing rights, fire regulations, etc) are strictly adhered to and ensure that the premises are used only for the purposes specified in the booking contract, The premises may not be sub-let to any other user. **No bouncy castles are permitted inside the hall.**

**2. Fire and Safety Regulations.** To make all present, aware of fire exit doors. The maximum occupancy for these premises is 200 persons or if seated with tables and chairs 120 persons.

If the fire alarms sound all present must leave the premises immediately through the fire exits, first aid kit is situated in the kitchen. Smoking is prohibited throughout the hall premises the hirer is responsible for ensuring that this is strictly enforced this policy applies to electronic cigarettes as well.

**3. Noise.** The hirer will be responsible for ensuring that the noise levels are maintained within environmental health guidelines. i.e. noise shall not emanate from the premises such as to cause people in the neighbourhood to be unreasonably disturbed. Additionally, music of any kind is prohibited after 11pm unless agreed with hall management according to entertainment license. All outside doors at the entrance and around the main hall to be kept closed at 10pm. The hirer is asked to ensure that all persons attending the function show consideration to those living in the vicinity of the hall by arriving at and leaving the premises quietly, if a complaint is made to a member of the management team over noise they may visit and ask for cooperation, and if noise persists, Police and West Devon Borough Council will be informed. The deposit will not be refunded.

No noise to be made and alcohol to be drunk in the car parks.

**4. Completion of hire.** It is the hirer's responsibility for ensuring the Hall is vacated at the end of the hire agreement, and a written notice of any breakages or damage is given to a committee member within 24hours. The Hirer will be responsible for paying for making good damage caused during the hire period to the hall, its fixtures, fittings, furniture, equipment and surrounding grounds, all tables and chairs to be left as found or stacked away if extra used, all crockery and cutlery, surfaces and equipment must be clean and put away as found. All floors to be brushed or vacuumed if soiled (cleaning equipment in cupboard by toilets). Lavatories should be flushed and left clean and tidy, taps turned off, all rubbish to be removed by the hirer. All lighting should be switched off and windows and door should be closed and locked.

**I agree to the booking hire agreement in full and I am over 18 years old.**

Hirer: ..... Signature .....

Date: .....

**Please sign and return the booking form to: Maria Hauerlev  
[meldonhallenquiries@gmail.com](mailto:meldonhallenquiries@gmail.com) once received you will be given a booking  
number for payment.**

**Payment by bank transfer: Account no. 305722535      Sort Code 40 35 23  
(please quote booking ref on Bacs payments)**

### **Hall Hire Charges**

**Main Hall** £12.50 per hour (minimum hire 2 hours)  
Dances/Disco's from £100 (£100 deposit required)

### **Bar / Committee Room**

Meetings £10.00 per hour (minimum hire 2 hours)  
Bar £30.00

### **Kitchen**

Full use £30.00  
Refreshments, tea/coffee only £5

### **Weddings**

3 full days £400

A Surcharge of £25 is payable for cleaning on licenced event's.

**HIRE CHARGES INCLUDES ALL HEATING AND ELECTRICITY USED.**