

**The Vernon Institute – Saughall, Chester CH1 6EN**

**Booking Form (Reg. Charity no 1156797)**

NAME: ..... Complete in block capitals please

ADDRESS: .....

.....

Tel:.....Email: .....

ON BEHALF OF: .....

I WISH TO HIRE ON (Day) ..... (Date) ..... / ..... / .....

Please tick the boxes below as required:

**Main Hall**  **Small Hall**  **Affiliated group: Yes**  **No**  (Please see notes on reverse)

**MORNING**  9.00a.m. to 1.00 p.m. or enter specific hours **From..... To.....**

**AFTERNOON**  1.00 p.m. to 5.00 p.m. or enter specific hours **From..... To.....**

**EVENING**  5.00 p.m. to 12.00 midnight (11.45 p.m. Saturdays) **From..... To.....**

\* **Current hire fees are available at [www.vernoninstitute.org.uk](http://www.vernoninstitute.org.uk), and are on display on the hall notice boards \***  
If you are selling alcohol you will need to let the Booking Secretary know and you will need to apply for a separate licence – a Temporary Event Notice - at least **10 working days before** your function/event.

Please enclose the full hire fee & the deposit at the time of booking. The **£100 deposit** is refundable & is required against damage, breakages, cleanliness and vacating the hall late. The hire fee & deposit cheques, or cash, must be provided to the Booking Secretary at least 2 weeks before the event, or paid into the V.I. bank account - details below - with your surname as the reference.

Bookings cancelled within 14 days prior to the event will forfeit 50% of the hiring fee.

**Your personal information will be handled in accordance with the GDPR - the data privacy law.**

**I wish to hire the Hall, as stated above, I agree to be bound by the Terms & Conditions of hire on the reverse of this form and I enclose my £100 deposit and the hall hire fee**  *please tick*

Signature of Hirer: ..... Date .....

**SUPPLEMENTARY INFORMATION FOR DANCES OR TEENAGE/ADULT PARTIES**

When booked for a dance or party, the Hirer shall supply the names and addresses of 2 responsible adults who will be in attendance at the Hall whilst people are on the premises and be responsible for the health and safety of the guests.

NAME: ..... ADDRESS: .....

NAME: ..... ADDRESS: .....

Where live music will be played please supply the name and contact details of the band or DJ

Name:.....Tel.....Email.....

**Please enclose your deposit & hire fee – Cheques payable to The Vernon Institute - Direct payments can be made into our Bank: sort code 08-92-99 account 65731411 with your surname as the reference.**

**PLEASE RETURN THIS COMPLETED FORM To: Rachel Lowe – Booking Secretary**

Tel: (01244) 881181 Email: [rachel.tealestates@uwclub.net](mailto:rachel.tealestates@uwclub.net) Newlyn, Parkgate Rd, Saughall, Chester, CH1 6JS

**AFFILIATED RATES ARE AVAILABLE FOR VILLAGE GROUPS  
(e.g. W.I, Golden Link, Gardening Club etc.)**

- a. Groups which use the Vernon Institute for the majority of their meetings, qualify if at least 25% of their members are from the village.
- b. Groups who normally meet elsewhere qualify if at least 50% of their members are from the village and must request the affiliated rate at the time of booking.

N.B. Hiring a Hall at the Vernon Institute does not include exclusive access to the whole building as other rooms are used at certain times.

**SUMMARY OF TERMS & CONDITIONS OF HIRE**

1. Bookings must be paid for in advance and Vernon Institute bookings are not confirmed until full payment is received. There may occasionally be special agreements made with the Vernon Institute Management Committee or the committee's representative.
2. The Hirer is liable for all breakages and damage to the hall and the facilities and the management committee reserve the right to with hold any deposit.
3. No event can continue beyond midnight or 11.45 p.m. on Saturdays. Users of our facility must ensure minimal disturbance to local residents particularly when leaving the hall late at night.
4. It is very important, and the responsibility of the Hirer to ensure, that the capacity of the hall is not exceeded. Because it is the law, failure to comply could result in police action.

**MAXIMUM CAPACITIES**

	Main Hall	Small Hall
General Use	140	80
Seated for a meal	80	48
Theatre layout	100	60

5. Preparation and clearance of the hall is the responsibility of the Hirer. Brooms are available in the store room. **The Hall should be left as one would wish to find it, otherwise there will be a cleaning charge invoiced to the hirer.** On inspection by the caretaker, if cleaning is required, the Treasurer will be advised, and the cost of cleaning will be deducted from the deposit. All rubbish **MUST** be removed from the vicinity of the Vernon Institute and the correct bins used for waste and recycling, including the kitchen waste bin contents. Only the hall hired can be used, with its associated kitchen, plus the toilets.
6. Hirers may request a key, to be held for the period of hire, obtainable from the Caretaker. This should be returned immediately after the event. This arrangement is discretionary.
7. Parties and Dances for paying guests are only allowed if definite, agreed numbers of tickets are available for sale in advance. The general public cannot be admitted by paying at the door. Two responsible, attending adults must be nominated on the booking form. Music volume must remain at a reasonable level as determined by the Vernon Institute Management Committee.
8. All accidents and breakages **MUST** be reported to the Booking Secretary or Caretaker on duty as soon as possible. Accidents must be recorded in the Accident Book located in the kitchen and the first aid box is in the Prep Room adjacent to the kitchen.
9. A decision by the Vernon Institute Management Committee, or their appointed representative, shall be final, and accepted along with these rules, as part of the conditions of hire.