****

**BOOKING FORM**

info@boltonhall.co.uk / 01204 525711

Bolton Hall, Institute St, Bolton, BL1 1PZ

**Booking information:**

|  |  |
| --- | --- |
| Date |  |
| Name of Hirer |  |
| Invoice No |  |
| Date(s) of Hire |  |
| Time(s) |  |
| Name(s) of Room(s) booked |  |
| **Total agreed hire price:****(To be filled out by Events Team)** | £ |

All invoices under £200 have to be paid in full to secure the booking.

For invoices over £200, a deposit of £200 is required and the balance must be paid at least 30 days before the event.

Cancellations will be accepted up to 30 days before the event.

Deposits are non-refundable.

Your payment confirms your agreement with the ‘Conditions of Hire’ overleaf.

Times must include setting up and clearing up times.

Please note that the hall must be left as found or a charge will be made.

**Cheques** should be made out to Bolton Masonic Hall and sent to the above address.

**BACS**

A/C 65700895 Sort 08-92-99

Bolton Masonic Hall

If paying by BACS please quote invoice reference number and send confirmation of payment to the above email address.

**Please contact our Events Team for setting up requirements on 01204 525711 or info@boltonhall.co.uk**

If there are any changes to this agreement please do not hesitate to contact us.

**BOLTON HALL HIRING AGREEMENT**

**STANDARD CONDITIONS OF HIRE**

If the Hirer is in any doubt as to the meaning of the following, please contact our Events Team for further clarification.

1. At the start of hiring, the Events Team or by arrangement, will open the hall and will be available to meet the Hirer.

2. The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the 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.

3. The Hirer shall not sub-let or use the premises 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.

4. The Hirer shall indemnify the Committee against the cost of repair of any damage done to the fabric or its contents during the hiring.

5. The Hall’s fire regulations are clearly displayed and must be adhered to at all times. The Hall is non-smoking in all areas.

6. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, especially the kitchen area, and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

7. No additional electrical equipment should be brought into the Hall without prior authority of the Management Committee and the responsibility for the safety of that equipment lies with the Hirer.

8. At the end of the period of hire, security of the hall must be arranged between the Hirer and the Caretaker.

9. The maximum occupancy of the hired room(s) must not be exceeded.

January 2020