

# **Pakenham Village Hall and Playing Fields Association**

- Registered Charity No. 1081815 -

-Supported by Community Fund; Countryside Agency; Help the Aged; St. Edmundsbury & Suffolk councils-

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Mrs. Joan B. Mangnall,  
Booking Secretary.  
Phone 01284-702502  
Email – mang@onetel.com

63 Hardwick Lane,  
Bury St. Edmunds  
IP33 2RB

## **BOOKING FORM – PRIVATE FUNCTIONS.**

Hall or Sports Pavilion?	_____
DATE OF FUNCTION:	_____
HIRE CHARGE PAYABLE:	_____
Insurance (see overleaf) @£2	_____
Function Type:	_____
Hire Period:	_____
Named responsible person aged 21+:	_____
NAME OF HIRER:	_____
Hirer's Address:	_____ _____ _____
Phone & area code:	_____
e-mail:	_____

### **HIRER'S DECLARATION**

I confirm that I have read and will comply with the Conditions of Hire. I also accept responsibility for the points listed on this Booking Form, a copy of which I have retained for my information.

Signed: x \_\_\_\_\_ x      Date: x \_\_\_\_\_ x

Please sign a copy and return with your deposit payable to  
P.V.H. and P.F.A.

## **Village Hall Keys.**

**Please obtain the keys from Pakenham Post Office during opening hours,  
and return them there as soon as possible after the event.**

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## **IMPORTANT!**

Check that the date of your booking has been entered correctly, and please read the points detailed in the "Conditions of Hire".

Before the function commences, you are recommended to appoint at least three adults to help you with your "responsibilities". You should ensure that they familiarise themselves thoroughly with the location of the emergency exits, the fire extinguishers, the fire action notices displayed in the kitchen and in the foyer, and the first aid box located in the kitchen.

Please note that smoking is prohibited inside the building.

Children must be adequately supervised at all times.

The Hirer will ensure that equipment brought into the Hall for the function is safe for the purpose intended, does not cause damage, and is removed on vacating the Hall; also that all electrical equipment brought into the Hall is Portable Appliance (P.A.T.) tested.

If alcoholic drinks are to be sold, the Hirer will ensure that a drinks licence is obtained, to comply with the local licensing regulations.

## **Insurance.**

Whilst the Village Hall insurance covers public liability, hirer's liability is not automatically included in the policy. It must also be pointed out that hirers are responsible for any damage or loss to the Buildings, Fittings or Contents. Our insurer (Zurich) recognises that ad hoc groups and individuals might find it difficult to access insurance at a reasonable price and have offered to add hirer's liability to the Hall policy for those hirers requiring such a facility.

**Cover:** Protects the hirer against claims arising from legal liability for loss or damage to property and/or injury or death to participants. The limit of indemnity is £2,000,000 in any one incident.

### **Exclusions or Limitations:**

- 1 Products liability
- 2 Political or Business Use (including professional entertainers)
- 3 Excess – the first £100 of each and every claim for damage to the premises or contents caused other than by fire or explosion
- 4 The property damage limit is £1,000,000 where liability arises solely by reason of the hiring agreement

Hirer's insurance cover is not mandatory but will be available to those hirers wishing to take advantage of the cover arranged. If you wish to take up the option, the charge per session will be £2.00. **The bookings secretary must be informed prior to the event taking place, and the charge sent with the hire fee.**

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