

MASONIC HALL TRUST COMPANY LIMITED BARRY
APPLICATION FOR THE USE OF MASONIC HALL, BROAD STREET, BARRY CF62 7AT

I / we make application for the use of the Masonic Hall, on the date(s) hereinafter mentioned and to pay the charges fixed by the Barry Masonic Hall Trust Company Limited (The Company) and subject to the Conditions of Letting overleaf which I / we hereby undertake to observe and perform if this application is granted together with any further agreement which may be considered necessary by the said Company.

I / we understand that the total capacity of the Hall must not exceed 140 persons (see Condition 1 overleaf).

Please circle 1 or 2:

1. I/ we enclose a Booking Fee of **£100** (£50 of which will be regarded as a deposit to be refunded subject to the conditions of hire) which is the total cost of Hire with Catering being provided by the Masonic Hall Catering Company; Please make cheque payable to "Barry Masonic Hall Trust Company Limited".

2. I/we enclose a Booking Fee (Non refundable) of **£200** (if cheque make payable to "Barry Masonic Hall Trust Company Limited") which is the total cost of hire without a meal being provided. ***It is a condition that any person hiring the Hall and NOT using the In House Caterer but nevertheless intends to provide refreshments of any nature MUST ensure that all persons involved in the preparation and provision of such refreshments are aware of and undertake that they fully comply with all requirements to enable them to handle food safely.***

Full Name of Organisation / Individual requiring the Hall _____

Address _____

Post Code _____ e mail address _____ tele number _____

Date(s) when Hall required _____ Booking will be refused if Hall date not available

Purpose of Hiring / Nature of function _____

What (if any) extra time is required for rehearsal, preparation or removal _____
(Please note that, if you answer "none", doors will open 15 minutes prior to the function.)

Catering facilities will be provided by the Company in accordance with the catering contract unless otherwise agreed in writing by the Company.

If you are you requiring a buffet or a sit-down meal, please state which. _____

(If you are not requiring a meal, please enclose a cheque for £200 with this Booking Form to cover your booking fee)

Disco or other entertainment (please specify) _____

If a third party EG Disco, entertainer etc is to be used please confirm that that person is covered for public liability and third party insurance. ____ Yes/No **If No the booking may be refused.**

If applicable, what times do you want the Bar to be open? From _____ to _____

Approximate number of persons attending the Function. **(This number must not exceed 140)** _____

Name(s) of person(s) responsible for the admission and conduct of guests at the Hall.

Signed on behalf of the Company:

Signed on behalf of the Hirer:

**Please complete this form as soon as possible and return it to:
BOOKINGS DIRECTOR, MASONIC HALL, BROAD STREET, BARRY CF62 7AT**

CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of the following, the Company Secretary OR Bookings Director should immediately be consulted.)

1. THE HIRER will, during the period of hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from any damage whatsoever 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. **The hirer must comply with fire regulations and other legal requirements and restrict the maximum number of persons attending the function to 140. Failure to observe this condition will result in the function being terminated without notice at the discretion of the Bars Manager.**
2. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used 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 nor allow the consumption of alcoholic liquor thereon without written permission of the Company. **Any behaviour which, in the opinion of the Bars Manager, is of a lewd or obscene nature will result in the function being terminated without notice.**
3. THE HIRER shall on no account bring food into the Hall or allow others to do so, unless they have specified their booking as self-catering and paid the requisite fee. In these circumstances, the Hirer will not have access to the Kitchen and will be wholly responsible for setting out their refreshments and clearing and taking away from the building all rubbish waste etc at the end of the event.
4. THE HIRER shall be responsible for obtaining such licences as may be needed (including those from the Performing Rights Society and other copyright societies) and for the observance of the same. **No liquid refreshment whatsoever is to be brought into the Hall on a private basis. The Hirer is obliged to have the Bar facilities provided by the Company.**
5. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
6. THE HIRER shall indemnify the Company for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
- 7.1. THE HIRER shall be liable to compensate the Company in respect of any damage caused during the hiring period to the Hall or the contents thereof or to any other property owned by the Company. Such compensation shall be the cost of making good or repairing any damage caused or replacing any article to which such damage has been caused.
- 7.2. INDEMNIFY and keep indemnified the Company against all actions, claims, costs, damages, demands, expenses, losses, proceedings or other liability arising in any way from any breach of the provisions of these terms or conditions or during the course of the Bars Manager's business;
- 7.3. THE COMPANY do not accept any responsibility whatsoever for the loss, damage or theft of any article(s) which may occur during the use of the Hall by any person, including the Hirer.
8. THE HIRER shall provide sufficient stewards who shall be responsible for the supervision of the users of the Premises. **This condition must be strictly adhered to.**
9. THE HIRER shall be responsible for supervising the users of the Hall for the purposes of any fire etc. regulations or fire escape and admission of persons to the Hall. The names of the Stewards appointed by the Hirer to undertake these tasks must be shown overleaf where indicated.
10. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and secured, and must ensure that any contents temporarily removed from their usual positions properly replaced, otherwise the Company shall be at liberty to make a charge.
11. THE COMPANY RESERVES the right to cancel this hiring in the event of the Hall being required for use by the Company. The Hirer shall be entitled to a refund of any hiring charge already paid.
12. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Company shall not be liable to the Hirer for any resulting loss or damage whatsoever.

USEFUL CONTACTS

Bars Manager: Steven Sewell, Tel: 01446 796161

Bookings Manager & Catering Manager: Mrs. Mandy Jones (01446) 411910 07977078362