



BOOKING FORM - BARRY MASONIC HALL

- I / we wish to book the Barry Masonic Hall, on the date(s) and time(s) listed below
- I / we agree to abide by the terms and conditions of Hire drawn up by the Board of Directors of Barry Masonic Hall Trust and read by me / us.

Name of Organisation / Individual _____

Address: _____

E-mail address: _____

Telephone: _____

Date(s) when Hall required: _____

Nature of Event _____

Approximate numbers to attend.
(Max140) _____

Third Party Entertainment has public liability and third-party insurance. Yes / No

SIA door staff required to support this event. Yes / No

Non-Catering Hire Rates:

Day	9.00 - 18.00	£75.00	☐
Evening	18.00 - late	£125.00	☐

Catering Hire Rates

Day	9.00 - 18.00	£50.00	☐
Evening	18.00 - late	£75.00	☐

Early set up before event	£25.00	☐
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<u>Other Options</u>	Please discuss with Catering Manager	☐
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Please complete this form and return it to:

CATERING / BAR MANAGER, BARRY MASONIC HALL, BROAD STREET, BARRY CF62 7AT

(Contact Details – enquiries@barrymasonichall.co.uk)

BMHT Booking Reference Number

Terms of Hire

Definitions

“BOARD” – means Board of Directors for The Trust

“TRUST” – means Barry Masonic Hall Trust Company Ltd

“HIRER” – means person hiring the hall from the Trust.

1. The HIRER shall, during the period of hiring, be responsible for supervision of the premises to ensure that the fabric and contents of the hall are suitably maintained and cared for and are free from damage resulting from the behaviour of all persons using the premises. This will include provision of a suitable risk assessment if requested by the TRUST.
2. The HIRER must comply with fire regulations, licencing and other legal requirements and restrict the maximum number of persons attending the function to 140.
3. The HIRER must inform the TRUST of any risks, concerns or requirements needed to support the event.
4. The HIRER shall provide at own expense SIA registered door security if it is deemed a requirement at the time of booking.
5. The HIRER shall not use the premises for any purpose other than that described in these Terms of Hire and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose.
6. The HIRER shall on no account bring food or drink (soft drinks & alcoholic beverages) into Barry Masonic Hall or allow others to do so unless they have specifically sought approval from the Catering/Bar Manager.
7. The HIRER will ensure that all food provided by the caterer and the HIRER will be consumed within 3hrs of being served. Any delay to this or removal of food from the premises after the event, will be at the HIRERS own risk.
8. 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.
9. The HIRER shall indemnify the Trust 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 because of the hiring.
10. The HIRER will not decorate, alter, deface or post any items to the structure of Barry Masonic Hall, unless appropriate permissions are given by the Catering/Bar Manager.
11. 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 are properly replaced. All waste and goods MUST be removed from the premises.
12. The TRUST does not accept any responsibility whatsoever for the loss, damage or theft of any article(s) which may occur during the use of Barry Masonic Hall by any person, including the HIRER.
13. The TRUST reserves the right to cancel the booking in the event of Barry Masonic Hall being required for use by the TRUST. The HIRER shall be entitled to a full refund of any hiring charge already paid in this circumstance.
14. The TRUST requires full payment at the time of the booking form being submitted.
15. The TRUST will return all payments upon cancellation of the booking, up to 28 days prior to the booking date. Notification within this 28-day period will result in the whole of the booking fee being retained.
16. The TRUST will require full payment for any catering cost if cancellation falls within the 14 days of the booking

BMHT Board of Directors