

VICTORIA INSTITUTE, CATON

Registered Charity No.521068

APPLICATION FOR HIRE

Organisationand/ or Function.....
Contact Name Mr/Mrs/Ms/ other First NameSurname
Address Tel (Day) Tel (Eve)
..... mobile
..... e-mail
Postcode Date of function 200 ..

ROOM AND TIME

Time of function: fromam/ pm toam/ pm Total hours
Rooms required Main Hall Billiard Room Tea Room
 IT Room Kitchen Whole Building

Note: Users are allowed half an hour preparation time before an event and half an hour after to clear up

COST

After midnight If so, number of hours **Basic cost** £.....
 Party If so Responsibility Amount of **£25** is payable, and refundable net of excess **Premium hours cost** £.....
costs one week after the event **Responsibility Amount** £.....
 Live or recorded music will be played If so the Performing Rights Society charge £1 per 25 **Performing Rights Society charge** £.....
people attending
TOTAL COST£

OTHER DETAILS

It is intended to bring intoxicants onto the premises Permission obtained
 Licensed bar required If so, give name and address of Licensee
.....
 Occasional Stage Licence required Licence obtained
 Majority attending of expected age under 18 If so 5+ adults will supervise
 Electrical appliance to be brought onto premises If so, describe
 Piano required Public address system required

CONFIRMING YOUR BOOKING

any special requirements?... telephone 01524 771733

I/we return this form to the Victoria Institute, Brookhouse Road, Caton, Near Lancaster LA2 9QT: the booking will take effect from the date of receipt if the room is available

I/we enclose 50% deposit of the total cost £

I/we have read and agree to abide by the Conditions of Letting.

Signed Print Date

Parties only - total cost and responsibility deposit paid in full by one calendar month before event

PLEASE ENCLOSE A SAE IF YOU WOULD LIKE A CONFIRMATION OF BOOKING

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CONDITIONS OF LETTING

CARE OF THE PREMISES

- The hirer will be held responsible for all damage, breakage and loss. All damage, breakage or loss must be reported to the Treasurer either by ringing (01524) 770085 or calling at 21 Brookhouse Road, Caton before leaving the premises or as soon as practicable thereafter.
- The hirer is responsible for removing litter, spillage, or soilage associated with the hire.

BEHAVIOUR

- Hirers are responsible for the behaviour of those attending the function.

USE OF FACILITIES

- Hirers must confine their activities to the room(s) hired and the use of toilets. The unauthorised use of other rooms will be charged for.
- A bar must not be erected in the main hall. Portable bars and bar stock/ empties brought into the premises for a function must be removed from the premises within 48 hours.
- No intoxicating liquor will be allowed on the premises without the prior consent of the Council of Management.
- No interference with electrical equipment, wiring, power points, heaters and spotlighting equipment is permitted. Only fused plugs to fit 13 amp BSS power points may be used.
- The hirer shall be responsible for putting up any decorations which must not be secured by tacks, nails, screws, adhesive tape or other fastenings likely to cause damage to the premises. Decorations shall be removed by the day after of the function.

THE HIRER *MUST OBTAIN*

- an **Occasional Licence which must be approved and granted by the Licensing Justices** if intoxicating liquor is to be consumed.
- an **Occasional Stage Licence** which is required for theatrical productions.
- at least **five responsible adults** to be on the premises to supervise a function where the majority of those attending are expected to be under 18 years old.

LIABILITY OF HIRER

Neither the Council of Management nor its servants accepts any responsibility for loss, damage or theft of any clothing, property or other articles deposited on the premises. Each hirer is responsible for arranging own Third Party Liability Insurance cover for activities or functions held on the premises.

ACCESS FOR COUNCIL MEMBERS

Any member of the Council of Management on official business, shall have access to any part of the premises during the hire period.

DEPOSITS and CANCELLATIONS

- Occasional hirers must pay 50% of the hire fee as deposit, which will be forfeited if the booking is cancelled with less than 6 weeks notice.
- The Council of Management reserve the right to give notice of at least six weeks to regular hirers for the cancellation of a booking.
- In exceptional circumstances the Council of Management reserves the right to cancel a booking without notice.

FIRE PRECAUTIONS

- **All hirers must ensure that they are aware of all emergency exits, which must be kept clear at all times.**
- **For all functions at least one responsible person should be aware of the position of all fire fighting equipment in the premises, the payphone in the rear corridor and the position of the public telephone near the Health Centre on Hornby Road.**
- Not more than **220 persons may be seated** in the building at any time.