



# St John in Cornwall

## HIRE OF THE ST JOHN VILLAGE HALL - BOOKING APPLICATION FORM

### Please:

- A. Complete and pass this form, together with the Hire Fee, to the Booking Secretary.
- B. Read and agree the Terms & Condition of Hire.
- C. Note that the St John Village Hall may not be booked for Third Parties.

<b>Name of Hirer</b>		
<b>Address</b>		
<b>Telephone Contact Number</b>	<b>Email Address</b>	
<b>Date(s) required</b>		
<b>Purpose of Hire</b>		
<b>Time of Hire</b>	<b>Start:</b>	<b>Finish:</b>

### Costs:

1. For Hire Charge please see Annex A.
2. Both sums are required before your event and your booking will be confirmed once these fees are paid. **The Booking deposit will be retained if the Terms & Conditions of Hire are contravened.**
3. Cheques are to be made payable to 'St John Village Trust' and must be cleared in advance of the booking.
4. Keys can be collected from the St John Village Hall Secretary.

### Notes:

1. All functions are to be **completed by 2400hrs.**
2. Furnishings and fittings are not to be removed from the Village Hall. No additional furnishings and fittings may be brought into the Hall without the express written permission of the St John Village Hall Committee.
3. It is in the Hire's own interests to check the Hall before their event to ensure that it is as they wish, and also to ensure it is that way when they leave.
4. If the audio system is required then a responsible adult needs to be authorised/instructed and is to be the sole user.
5. By signing this form the Hires agrees to **abide by the Terms & Conditions of Hire.**
6. **Car Parking.** There will be a limited number of car parking spaces (subject to weather constraints) in the St John Village Hall grounds. No Vans or vehicles over 7.5cwt are permitted unless expressly authorised. Hirers are reminded that parking in the St John Inn car park is **not permitted** without the licensee's permission.
7. **Rubbish, Waste & Recycling.** There are no waste or recycling facilities. All rubbish and waste **MUST** be taken away by the hirer. Any waste left behind will be subject to a cleaning charge (min £30).

<b>Signature of Hirer</b>		<b>Date:</b>
<b>Booking Secretary</b>	<b>Actions Completed: Yes/No</b>	<b>Date:</b>
<b>Treasurer:</b>	<b>Fee Paid: Yes/No</b>	<b>Date:</b>
<b>Deposit Returned</b>	<b>Confirmed: Yes/No</b>	<b>Date:</b>

**Annex A:**

**Hire Charges for the St John Village Hall:**

<b>St John Village Hall</b>		
<b>Hire Charges for 2024-2025 (Note 1)</b>		
<b>Main Hall &amp; Annexe (Notes 2&amp;3)</b>	<b>Residents of St John Parish - Private Function &amp; Businesses based in the parish of St John (Note 6)</b>	<b>Non-Residents of St John Parish - Private Function &amp; Businesses NOT based in the par- ish of St John (Note 6)</b>
<b>Main Hall &amp; Annexe (Including Kitchen)</b> Half Day function = up to 4 hours All Day function = 0800-2330hrs	Per hour = £10 Half Day (4 hours) = £30 All day = £60 (plus £50 deposit)	Per hour = £20 Half Day (4 hours) = £60 All day = £120 (plus £50 deposit)
<b>Snooker Room (Note 4)</b>	N/A	N/A
<b>Village Hall Grounds only (Notes 5)</b>	Separate charge for use of the grounds alone may be made depending on the proposed use (subject to weather con- straints) - rates on application	Separate charge for use of the grounds alone may be made depending on the proposed use (subject to weather con- straints) - rates on application
<b>Notes:</b> 1. All booking are to be made through the St John Village Hall Secretary and are subject to the agreement of the Village Hall Hire & Fundraising Group. 2. A responsible adult is required to be authorised/instructed in the use of the audio system and is to be the sole user. 3. Activity Clubs & Clubs NOT based in the Parish of St John may hire the St John Village Hall (subject to availability) at x2 the attendance charge for Activity Clubs & Groups based in the Parish of St John. 4. Use of the Snooker Room is restricted to Snooker Club Members <b>ONLY</b> . 5. Without access to the Village Hall. 6. The usage of the Village Hall's grounds is <b>FREE</b> with a paid function (subject to weather constraints and confirmation)		

**Additional Charge Information:**

1. Hire Charge rates will be reviewed annually by the Trustees.
2. The St John Village Hall Terms & Conditions apply to all users.
3. **Damage.** All losses from, and damage to, the VH or its contents will be assessed by the Committee and charged to the Hirer.
4. **Deposits:** Deposits will be retained in the event of the Terms & Conditions being contravened.
5. **Waste & Recycling:** There are no waste or recycling facilities. All rubbish and waste **MUST** be taken away by the hirer – any waste left behind will be subject to a cleaning charge (min £30).

**{Original Signed}**  
Chairman of Trustees

April 2024