



Please complete the form below and return 2 copies to :

The KMH Ltd Hall Manager
Keynsham Masonic Hall, Bath Road, Keynsham,
Bristol BS31 1SR
Tel : 0117 986 2369 Mob: 07464 547 206

For official use only

Table with 2 columns: Description, Date/Status. Rows include: Date application rec'd, Date approved, diary updated, Booking approved by, Date authorised form returned to client, Payment received, Date Bar manager/caterer informed.

NON-MEMBER

KEYNSHAM MASONIC HALL FUNCTION ROOM
NON-MEMBER BOOKING FORM & HALL HIRE AGREEMENT

Full name of hirer :

Address of hirer :

Postcode : Email :

Contact Telephone No : Mobile :

Function Date : Function Times :

Reason for hire : Number attending :
Please note no 18th or 21st birthday parties allowed.

Table with 4 columns: Service/Requirement, Dining / Function Room, Committee Room, etc. Rows include: Rooms and services required, Catering services required.

Hire fee : £ Clause 3 modified value? Yes / No Amount £

Full payment must be submitted with this booking form. Cheques made payable to : Keynsham Masonic Hall Ltd

Quantity of tables required (see layouts for guidance) Rectangular: Round: Qty of chairs required:

I have read and agree to the Hall Hire terms and conditions stated overleaf. Signed

N.B. The hall is hired only under the terms and conditions as stated overleaf – the Company reserves the right to refuse any application



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KEYNSHAM MASONIC HALL LIMITED

Registered Office:
Bath Road, Keynsham BS31 1SR
Registered in England No. 356319



KMH Ltd PREMISES HIRE - TERMS AND CONDITIONS

1. Full payment of the hire fee which includes a non-refundable deposit consisting of 50% of the total Hall Hire Fee will be required upon submission of a completed Hall Hire Agreement which is to be received by the Hall Manager within 14 days of the provisional booking being made.
2. No booking will be accepted without a completed hire agreement being submitted to the Hall Manager together with the applicable fee.
3. A Damage Deposit of £100 will also be payable at the time of booking. This will be refunded in full after the function provided no damage is caused.
4. Please be aware that the person who signs the agreement will be held responsible for payment of the total cost resulting from the booking.
5. Only after full payment of all charges will Keynsham Masonic Hall Ltd supply the hirer with their unique door entry code. It is the hirer's responsibility to inform their party of this number and to man the door for entry.
6. If the function is cancelled such cancellation should be made in writing to the Hall Manager as soon as possible. If cancellation is made within 12 weeks of the function date the total hire fee will be payable.
7. Use of the audio-visual aids (projector, screen and microphone) and WIFI (when available) by special arrangement with the Hall Manager.
8. Hot and cold food catering can be supplied on site by Keynsham Masonic Hall Ltd's appointed caterer : Steve Metcalfe 0117 966 2836 or 07470 909435 catering@bristolibc.co.uk Hot or cold food may be self catered or supplied by another caterer but no access shall be granted to the KMH kitchen.
9. Some bookings will, at the management discretion, be subject to the mandatory provision of Registered Door Personnel, the cost of which will be borne by the hirer. This will be determined at the time of booking and if required will become a condition of hire for that function.
10. The management reserves the right to close the function down should any unforeseen trouble occur. This decision if taken will be final and all persons attending the function will be required to leave the premises as quickly and quietly as possible. Should this occur no refund of any charges applicable to the function will be paid.
11. The standard opening hours are; Mon-Thurs 08:30-22:30, Fri-Sat 08:30-23:45 and Sun 09:00-22:00 with bar opening hours by agreement with the Hall Manager.
12. The period of hire is stated on the front of this document and must be adhered to. This period is the time of occupation of the hall and the premises must be vacated by all personnel involved in the function (including any entertainment personnel) as near to the end of the hire session as possible. Failure to vacate the hall within this time frame may incur an additional fee.
13. Additional time can be arranged for setting up and breaking down if it will take longer than the period offered. This may incur an additional fee depending on the additional time required.
14. The hirer accepts that this booking is conditional upon Keynsham Masonic Hall Ltd remaining within its hall hire capacity limits.
15. The hirer or their representatives are responsible for the setting up and clearing away and cleaning of the hall for their hire. The numbers and types of tables and chairs required must be specified by the hirer (see layouts for guidance) and these will be placed in the hall for the hirers use. Putting up and arranging the tables and chairs and their clearing away are the responsibility of the hirer. The dressing of tables with cloths, cutlery etc will be the responsibility of the hirer and caterer. A setting up and clearing away (but not dressing) service may be supplied by the caretaker at an additional cost.
16. Final numbers of guests expected at any function must be notified to the Hall Manager a minimum of 7 days prior to the booking.
17. The bar service is included in the Hall Hire Fee and will be staffed adequately in accordance to the numbers expected to attend the function.
18. **WITHOUT PRIOR AGREEMENT AND PAYMENT OF CORKAGE may any form of beverage not provided by Keynsham Masonic Hall Ltd be brought into or consumed on the premises. Failure to comply with this ruling may result in the function being terminated immediately.**
19. For children's parties, in the interests of safety and security, the hirer must ensure that comprehensive supervision is provided at all times.
20. The hirer should be aware that the management endeavours to ensure that their Duty of Care towards the persons attending functions in the hall is adhered to – it also relies upon the hirer to ensure that their guests do not act in any manner which will endanger themselves, any other person attending or member of Keynsham Masonic Ltd staff involved in the function.
21. Keynsham Masonic Ltd does not accept any responsibility for any person of any age attending any function on the premises if that person enters an area which is clearly marked "No Entry", "Staff Only" or "Out of Bounds to the Public" and not authorised to do so.
22. The hirer is responsible for ensuring the Hall is appropriate for their purpose, and for any accident or injury arising there from, and therefore for arranging their own insurances, licences, Child Protection Clearance etc: the Keynsham Masonic Hall Ltd, its agents and its Insurers cannot be held responsible for any loss, damage, injury or penalty incurred to any property or persons, or temporary closure loss of business etc, resulting from fire, theft, vandalism, accident, assault, breakdown of machinery or electrical gas or water supply, or legislation [to clarify, all of the following normally need a licence:- performance/reproduction of any musical or other artistic work; dancing; sale of food, medicines etc to members of the public; sale or consumption of alcohol or other intoxicating substances; betting; gaming; auctions]. The Keynsham Masonic Hall Ltd, its agents and the Authorities reserve at all times the right of entry, and may be obliged to decline, cancel or curtail your hire if you are unable to produce appropriate evidence of such insurance or licences, or are clearly in breach of any other of these Conditions.
23. Government Health & Safety legislation now requires the hirer to familiarise themselves and their party/club etc with Fire Escapes, Extinguishers etc; also to provide details of any accident or incident occurring which did or could give rise to injury or illness, as soon as possible after the accident/incident, and in all cases before leaving (please also notify the Hall Manager as soon as possible, and in all cases within 24 hours). A book is provided behind the bar for recording such details, and also the details of any witnesses, apparatus etc involved (NB also: any apparatus or equipment involved must by law be retained for inspection).
24. Damage: Fixtures and fittings on Keynsham Masonic Hall Ltd premises must not be tampered with. The hirer is responsible for any loss, damage or special cleaning required following their function. A charge will be levied if the amount exceeds the £100 damage deposit.
25. The hirer must be aware that excessive spillage on the dance floor may lead to an additional levy if the services of a specialist cleaning company are required to restore the floor surface in readiness for the next function.
26. Decorations for individual functions may only be provided if prior permission has been given by the Hall Manager. On no account should any item whatsoever be attached by any means to the wooden boards mounted on the hall walls. Only permitted forms of adhesive may be used in other areas, notice of which will be provided when permission is given.
27. Keynsham Masonic Hall Ltd does not accept any responsibility for personal property of the users of the hall.
28. Motor vehicles are parked on Keynsham Masonic Hall Ltd premises at the owner's risk.

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