

HINXWORTH & EDWORTH VILLAGE HALL**BOOKING FORM 2018**

Booking Clerk: Janice Raynham, Ogles, High Street, Hinxworth SG7 5HQ

Phone: 01462 742258 or Mobile: 07999 818023

All bookings must be made with the Bookings Clerk and this Booking Form completed.

The hire starts from the time the Hall is opened until the hire-period ends and the Hall is locked up. Each event is allowed one hour either side to set up and clear away, for free. Key holders may not use the Hall without confirmation from the Booking Clerk.

Tables, chairs and equipment are also available for hire off premises.

Hire charges must be paid in advance. One-off events for non-residents require a deposit of £100 to be paid in advance and the booking fee to be paid prior to collection of the keys. The deposit will be returned to the Hirer, minus any charges levied for floor re-polishing, rubbish removal, breakages and repairs.

The Village Hall has no alcohol licence for the sale of alcoholic beverages. Sale of alcoholic drinks without a licence is not permitted.

All music must be switched off by 23.30pm. All hirers must be off the premises by 00.30am

The maximum capacity for the Village Hall is 100 persons. Seating capacity is 80.

The hall is a non-smoking area. The hire of the hall is subject to the Terms & Conditions, as set out below.

Date of Hire: Purpose of Hire:

Hirer's Name:

Address:

..... Post code:

Tel No: Mobile: Email:

Period of Hire for the Hall: (setting-up/clearing-up time must be included but will not be charged)

From am/pm (including setting-up) Until am/pm (including clearing-up)

Total chargeable hours (excluding setting-up and clearing-up time which is free)

Total Charge: £ See Appendix 1 for any Additional items required Deposit: £

Cheques made payable to: Hinxworth & Edworth Village Hall Management Committee (H&EVHMC)

Please read the following and sign your acceptance on page 3**TERMS & CONDITIONS OF HIRE**

Agreements with the Hinxworth & Edworth Village Hall Management Committee ("H&EVHMC") for the hire of Hinxworth & Edworth Village Hall or any part thereof ("the Premises") are subject to these Terms and Conditions of Hire ("the Hire Conditions").

1 Undertaking of the Hirer

The Hirer undertakes to ensure he has an understanding of the Hire Conditions for the time being in force.

2 Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient competent representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in the Hire Conditions and any relevant licenses.

3 Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:-

- Ensuring that the number of people using the Premises does not exceed that permitted for those rooms under the Premises Licence for the purpose of the hire.
- Supervision of the use of the Premises and the care of its fabric and contents.
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons.
- Ensuring that the Premises (including kitchen and toilets) are left clean and tidy with rubbish removed **from the premises** at the end of the hire.
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured by use of the keys supplied.
- 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 or access road.
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.
- Ensuring that no animals (including birds), except guide dogs are brought into the building, without written permission of the Village Hall on the occasion of a special event or hire agreed to by the Village Hall.
- Ensuring that NO animals whatsoever enter the kitchen at any time.
- Ensuring that any electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner, using Residual Current Circuit Breakers where appropriate.
- Ensuring that no LPG appliances or highly flammable substances are brought onto the Premises.
- **Ensuring that when leaving the premises all Hirer's rubbish is taken away.**

4 Fire Regulations

The Hirer shall:

- Ensure that the "Emergency Exit" signs are kept illuminated.
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Village Hall.
- Appoint a fire monitor to make a list of all persons present to be checked if the Premises have to be evacuated.
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event. No person may re-enter the Hall without the permission of the Fire Brigade.

5 Use of Premises

The Hirer shall not:-

- sub-let or use the Premises for any purpose other than that described in the Booking Form.
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way.
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof.
- allow the use of drugs on the Premises or allow smoking in the Building.

6 Car Parking

Car parking is available at the rear of the Village Hall.

7 Authority required by the Premises Licence to supply alcohol

The Village Hall requires the Hirer to be responsible for obtaining a Temporary Event License, but no Hirer may seek such a licence without the consent of the Village Hall. Alcohol may not be served to any person under the age of 18 years.

8 Compliance with legislation relating to children or vulnerable adults

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Child Protection Policies and Enhanced DBS checks are the responsibility of the Hirer.

9 Compliance with other relevant legislation

The Hirer shall ensure that the users:

- ☑ do not contravene the law relating to gaming, betting, and lotteries.
- ☑ comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises. A breach of this condition may lead to prosecution by the local authority.

10 Indemnity

The Hirer shall indemnify and keep indemnified each of the Trustees of the Village Hall, volunteers, agents and invitees against:
(a) the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises.
(b) against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions.
(c) all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer.

As directed by the Village Hall, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents.

11 Insurance

Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity).

12 Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the Village Hall as soon as possible. Any failure of equipment, either that belonging to the Village Hall, or brought in by the Hirer must also be reported as soon as possible.

13 Stored equipment

The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period.

14 No alterations

No alterations or additions may be made to the Premises. No fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the Village Hall Management Committee. Any alteration, fixture or fitting, or attachment, so approved shall, at the discretion of the Village Hall remain in the Premises at the end of the hiring and become the property of the Village Hall or, be removed by the Hirer. The Hirer must make good to the satisfaction of the Village Hall any damage caused to the Premises by such removal. Hirers must produce a certificate that the decorations comply with fire regulations. No Blu-tack, drawing pins or adhesive tape may be used.

15 Cancellation by the Hirer

If the Hirer cancels the booking before the date of the event the Village Hall may, at their discretion, require a further payment of hire fees or withhold part of the deposit and hire charge already paid.

16 Cancellation by the VHMC

The Village Hall Management Committee reserves the right to cancel a hiring by written notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Village Hall reasonably considers that:

a) such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or **b)** unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or **c)** the Premises have become unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Village Hall shall not be liable for any resulting direct or indirect loss or damages whatsoever.

17 Interpretation

In these Conditions words importing the singular only and the masculine gender only shall respectively include the plural and the feminine gender and vice versa unless inconsistent with the context.

Acceptance:

I have read and accept these Terms and Conditions of Hire of Hinxworth & Edworth Village Hall, as above:

Signature of Hirer: Date:

Hinxworth & Edworth Village Hall

Hall Hire - Facilities Required

Appendix

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	Item	Unit	Non-Residents Rate	Qty/No Hours	Total
Non Commercial	*Whole Hall	**Per Hour	£20.00		£
		or			
		5pm until noon the next day	£125.00		
		or			
		9am until midnight	£190.00		£
		Meeting Room Max 10 persons	Per Hour	£12.00	
	Music Room	Per Hour	£10.00		£
		or Monthly	Negotiable		£
Commercial	*Whole Hall	Per Hour	£25.00		£
Deposit on Booking (Non-residents)					£
Total Hire Charge to Pay					£

*Whole Hall Hire includes everything in the Hall with exception of the special Kings Cutlery which can be hired per place setting as an additional option.

**Each event is allowed one hour either side to set up and clear away, for free.

Hirer's Name

Signature

Date

End of Hire:

- The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition with all lights and heaters and equipment switched off and the H&E VH properly locked and secured (unless directed otherwise) - failure to do so may incur additional costs at the discretion of the Committee.
- Any contents temporarily removed from their usual positions shall be properly replaced; otherwise the H&E VHMC shall be at liberty to make an additional charge.
- **It is the responsibility of the Hirer to take away all their own rubbish.**
- The H&E VHMC reserves the right to request an additional deposit against any other contingency.