

# Defford cum Besford Village Hall Trust

## Defford Village Hall

Registered Charity No: 1088151

### Booking Confirmation Form and Terms and Conditions of Hire

Hirer/Contact:

Date:

Address:

Telephone No:

Resident Hirer: Yes/No (Delete as necessary)

Email:

Purpose of Booking:

Booking No:

Details of Hire:

Date:

Time:

Arrival

Departure

Hourly rate/Daily rate in accordance with the enclosed current Booking Fees and Terms: (Delete as necessary)

.....  
This is a provisional booking which will be held for 14 days from the above date. To confirm this booking, please return one copy of this contract, duly signed to the Booking Manager, Angie Graham, Bramble Cottage, Defford, Worcs. WR8 9BJ.

Your hire gives you exclusive right to the use of the hall facilities, area for parking for the disabled and the grassed area. We would advise you to close (but not lock) the front entrance door once all your guests/members have arrived to prevent passers-by entering the premises. The Trust does not accept any responsibility for loss or damage to the property of the hirer, guests and/or members.

On the day of your hire, the key will be available from Angie Graham at the address given above at the access time agreed. This key must be returned to Angie Graham at the end of your hire period.

When setting out the furniture for your event please ensure that no chairs or tables are placed within 2 metres of the fire exits and that "easy access" is maintained to all exit routes in the event of a fire.

Please ensure you leave the hall and surroundings in a clean and tidy condition, properly locked and secured. Tables and chairs must be returned to where you found them. Please note that all the tables are clearly marked on the underside to show their correct place of storage and, in fairness to other hall users, please return them to that location. All non-recyclable rubbish should be put into sacks and placed in the black bin at the rear of the building. Paper, tin, glass and plastic can be recycled and should be placed loose in the green bin. You will be charged if any additional cleaning is required.

You are responsible for the safety of any electrical equipment you and any outside agencies (e.g. caterers, disco operators etc.) bring onto the premises and for ensuring it is used in a safe manner. You are also responsible for ensuring that such equipment complies with all electrical regulations and has been PAT tested within the last year. The Hirer is responsible for informing the Booking Manager in advance if it is intended to bring any such equipment into the Hall.

The Trust does not accept any responsibility should any such appliance activate the systems that protect the Village Hall's power supply. The cost of rectifying any damage done to the Village Hall's electrical supply system will be payable in full by the Hirer. The Trust will not accept any responsibility or liability for any inconvenience or loss, including any consequential loss that may occur due to any power failure however caused.

**AGREEMENT:** I have read and understood the Conditions of Hire provided with this form and note that, under the "Your Liabilities Clause" I must not allow alcohol to be brought onto the premises without written consent from the Trust. I confirm that I am over the age of 21 and will be in attendance or will ensure an authorised representative of mine will be in attendance during the event and I confirm the booking.

Signed .....

Date .....

Printed .....

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## Defford Village Hall

### TERMS AND CONDITIONS OF HIRE

**TERMS:** "We" means the Trust or the Trustees of Defford cum Besford Village Hall Trust. "You" means the person who signs the booking form.

**GENERAL HALL HIRE RATES:** As set out on the enclosed current Booking Fees and Terms chart..

**CANCELLATION:** If you cancel a booking less than 4 weeks before the event and we are unable to conclude a replacement booking, we may, at our discretion, charge you the rental.

**FACILITIES:** You may use all the facilities provided including the kitchen for serving hot drinks. You must ensure that there are not more than 100 people for seated entertainment or receptions, or 150 people for dances and other events.

**SUPERVISION:** The Hirer shall, during the period of the hiring, be responsible for, supervision of the premises, the structure and the contents, their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of the car parking arrangements so as to avoid obstruction of the highway. As directed by the Trust or the Booking Manager, the Hirer shall make good or pay for all damages to the premises, grounds or to the fixtures, fittings or contents and for loss of contents. For parties of children more than 12 years old and up to 18 years, you must ensure that one adult is in attendance throughout the party for each 10 children, rounded (11 to 20 children 2 adults)

**LICENCES:** Use of the Hall is subject to the Premises Licensing Conditions issued by Wychavon which details the activities and times that specific activities may be carried out. A summary of the License is displayed on the Notice Board in the entrance hall. The Hirer shall be responsible for reading and complying with the terms and conditions of the license in all respects.

Obtaining any licences that may be needed from (Performing Rights Society or Phonographic Performance Ltd or otherwise) and for observing them is the responsibility of the Hirer

Observing all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, and the Local Magistrates' Court or otherwise.

You shall indemnify the Trustees for any costs arising from any breach of the above. You may not sell tickets for admission without our consent and not at the door at all.

**PERIOD OF RESPONSIBILITY:** You are responsible for the hall from the time the key is collected until the key is returned. A charge of £200 will be made if the Key is lost (to cover the cost of replacement lock and keys)

**SETTING OUT AND USE OF HALL:** Please do not use any form of sellotape, or blu/white tack on walls or any form of decoration to any surface. To avoid damage to the floor, no stiletto heels or other footwear likely to cause damage to the floor may be worn. The Hirer is responsible for any damage caused by breach of this condition. Only plastic chairs to be taken outside (these are stored upstairs). The Upstairs area and Services Room are only to be accessed by the named Hirer or a person nominated by the Hirer.

**BEFORE LEAVING THE HALL:** Make sure the hall is in a clean and tidy condition properly locked and secured (unless directed otherwise). We shall charge you for any extra cleaning we deem necessary. You must return to the proper places any equipment used. In particular: tables returned to storage area, chairs stacked as found, floors swept, toilets and kitchen left clean, dustbin bags and recyclable rubbish placed in black and green bins respectively. These bins are at the rear of the building.

**ON LEAVING THE HALL:** Please check that all lights and electrical equipment are turned off. As indicated, the cooker should remain switched on. If you want to clear up the morning after your function, please book an access period. Although usually available on Saturday and Sunday mornings, access cannot be guaranteed. The Hirer is responsible for ensuring the premises are vacated in a quiet and orderly fashion and that all persons have vacated the building.

If the Hall is hired in the evening sufficient time must be allowed for clearing up, so that the premises are vacated by the end of the Hall's operating hours. Otherwise additional time must be booked (if available) on the following day.

#### **YOUR LIABILITIES:**

During the period of hire, you are responsible for:-

- you shall indemnify the Trustees for the cost of repairs to any damage occurring to any part of the property, including the contents of the building which may occur during the period of hire or as a result of the hire.
- supervision of the premises, the fabric and contents, their care, safety from damage (however slight). We reserve the right to charge you for the cost of any repairs
- the behaviour of all persons using the premises.

- appointment of named fire wardens, one of whom must be designated as responsible for the evacuation of any persons with special needs occupying the building. These must be named on the booking form. **(We will need to set out the number of Fire Wardens required dependent on numbers)**

You may not:-

- sublet
- use the premises for any unlawful purpose or in any unlawful way
- allow the consumption of alcoholic liquor without written permission, please contact the Booking Manager for further details on applying for permission.

#### **COMPLAINTS**

The Hirer shall notify the Booking Manager of any complaint relating to the hire of the village hall in writing within 7 days of the hire date.

#### **OUR DISCLAIMERS:**

We accept no responsibility for the loss or damage to property belonging to you or your guests/customers.

If the hall, or any part of it, is rendered unfit for use after your hire, we shall not be liable for any resulting loss or damage whatsoever.

**SMOKING:** The Hirer shall ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave. Smoking is permitted outside on the patio, and buckets are provided for cigarette butts.

**DOGS** No dogs except Guide dogs are allowed on the premises (including the grassed area) No animals whatsoever are to be allowed in the kitchen

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## Defford Village Hall

PLEASE COMPLETE ALL DETAILS BELOW AND RETURN WITH BOOKING FORM, DULY SIGNED

TO THE BOOKING MANAGER MS A Graham, Bramble Cottage, Defford. Worcs. WR8 9BJ

Date Hall required:

Time Hall required:

(You will be allowed set up/down of 30 mins)

Name, address and age of person making the booking:

Please indicate, by deletion as appropriate, whether you require these additional services:

Tablecloths

Yes/No

Professional laundering to be charged extra at cost.

Approximate average number of persons attending:

As per the conditions of hire, we require named fire wardens one of whom must be an evacuation fire warden.

..... (Evacuation Fire Warden)

.....

.....

Please sign after reading the following and you have (access to do this will be made available)

- made yourself aware of all the fire exits and read the Fire manual which includes items listed below
- familiarised yourself with the whereabouts of the fire extinguishers and the fire alarm
- ensured that the fire exits are clear and remain clear during your booking
- checked the correct operation of the fire exits prior to the commencement of your event
- identified a fire gathering point
- read and understood the Hall User Manual

I agree to comply with all the terms of the Hiring Agreement

Signed ..... Dated .....