

# Bredon's Norton - Village Hall - Booking Form:

## Event Information:

<b>Event Type:</b> One-off <input type="checkbox"/> Multiple <input type="checkbox"/> (No.?.....) Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	Village Resident <input type="checkbox"/> Non Resident <input type="checkbox"/>
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Date of Event(s): .....  
 Time of Event(s): .....  
 Duration of Event(s): .....  
 Set-up Duration(s): .....  
 Clear-up Duration(s): .....  
 Total Time: .....  
 Costs (Total Time x Price\*) .....

*Prices:	Per Hour	Per Day
Village Resident	£7:00	£60:00
Non-Resident:	£8:50	£60:00
Regular User:	£8:00	£60:00
N.B. Minimum hire period is 2 hours		

Total Cost: £.....

## Contact Information:

Name of Individual or Group: ..... Nature of Event: .....  
 Contact Name: .....  
 Address: .....  
 Telephone: ..... Mobile: ..... Email: .....

## Additional Requirements:

Please indicate which / how many of the following you will require:  
 Kitchen  Tea Urn  Crockery  Cutlery  Number of 6' Tables: .... Number of 4' Tables: ....  
 Do you intend to apply for a Temporary Events Notice (TEN) for the sale of alcohol? Yes  No

## Payment:

Regular Users: Termly – In advance at the beginning of each term  
 Resident & Non-Resident: On or before day of event  
 Please make cheques payable to: "Bredon's Norton Village Hall"

## Access:

Keys will be provided to / collected the event organiser or the hall will be opened and closed by a committee member – details will be provided at time of booking confirmation.

## Cancellation:

*If the Hirer wishes to cancel the booking before the date of the event and the village hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the village hall committee.*

*If the committee need to cancel a booking for any unforeseen circumstances such as use as a polling station or the hall becoming unfit for use, any fees paid by the Hirer will be refunded, but the Village Hall Committee will not be liable to the Hirer for any other costs.*

*The Hirer shall, during the period of hiring, be responsible for the care of the premises, the behaviour of all persons using the premises, the supervision of car parking so as to avoid obstruction of the highway or the entrance to village properties. The Hirer shall also make good or pay for any damage to the premises, fixtures, fittings or contents. The Hirer should leave the hall as they find it, clean with chairs stacked up and tables put away clean in the storeroom. Please take away any rubbish.*

*I confirm I have read a copy of the Bredon's Norton Village Hall Hiring Agreement and the Village Hall Users Guide and fully understand and accept the conditions contained therein.*

*I am over 18 years of age and hereby personally accept responsibility for being in charge and for ensuring that all conditions are met.*

Signed: ..... (Hirer) Date: .... / .... / .....

Please keep one completed form for your records and return one completed form to the Booking Secretary: .....

# Bredon's Norton Village Hall – User Guide & FAQ

Car Parking	There is no dedicated parking, The lane leading to the village hall is a public road and this must not be obstructed. Please ensure that farm traffic can pass safely and do not obstruct resident's driveways, corner junction or entrance to the hall with your vehicle.
Heating	The heating is programmed in preparation for your booked session(s). Please do not alter the fixed setting on the boiler. If you need to adjust the temperature please use the radiator valve for this purpose. Please ensure the radiators left at No.3 at the end of your hire.
Care of Hall	Please do not use drawing pins, "sellotape" or "blu/white tac" on the walls or other surfaces. Please do not drag tables and chairs over the floor.
Health & Safety	The village hall has a No Smoking Policy. Please do not allow smoking anywhere in the building. Do not fix decorations near light fittings or heaters. In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999. The exact location of the nearest telephone, fire exits & fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. Please refer to the Fire guidance notice available in the hall The Village hall's health and safety file and first aid box are located in the kitchen.
Telephone	The village hall has no telephone and the nearest public phone box is located in Manor Lane North of the Church (just a few yards from the bus stop). You are therefore advised to bring a fully charged mobile telephone for use in case of emergency.
Electrical Appliance Safety	The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
Licensable Activities	If licences are required in respect of any activity in the Village hall the Hirer should ensure that they hold the relevant licence such as a Temporary Events Notice (TEN) for the sale of alcohol.
When You Leave	Please stack chairs not more than 4 high and return tables wiped clean to the storeroom. Please ensure windows are all closed all doors are closed and the radiators left at No.3. Turn off all lights, remember to check the toilets, there is a timer switch for the outside light to ensure your safety at night time. Please ask people to leave quietly at the close of your event.
Kitchen	Please return all china, glass ware and cutlery clean to the cupboards where they were found.
Rubbish	Please remove all rubbish, empty bottles etc.
Cleaning	Please leave the premises as you found them, dustpan & brush are kept in the kitchen. Mop, bucket and vacuum cleaner are in the storeroom.
Faults / Damage	Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly.
Comments	The Management Committee welcome comments or observations that you may have about your hire of the village hall.

# Bredon's Norton Village Hall – Hiring Agreement – Terms and Conditions

**These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary should consult immediately.**

**1. Age:** The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

**2. Supervision:** The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric 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 car parking arrangements so as to avoid obstruction of the highway. As directed by the Booking Secretary, 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.

**3. Use of Premises:** The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission of the committee.

**4. Gaming, betting and lotteries:** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

**5. Licensable activities:** The Hirer shall ensure that they hold a Performing Society Right Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the village hall the Hirer should ensure that they hold the relevant licence

**7. Public safety compliance:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the hall's health and safety policy.

**(a)** The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.

Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

**(b)** In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

**8. Means of escape:** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

**9. Outbreaks of fire:** The Fire Brigade shall be called to any outbreak of fire, however slight and details thereof shall be given to the secretary of the management committee.

**10. Health and hygiene:** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. (The premises are provided with a refrigerator and thermometer)

**11. Electrical appliance safety:** The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

**12. (a)** The Hirer shall be liable for:**{i}** The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the cartilage thereof or the contents of the premises.

**{ii}** All claims, losses, damages and costs made against or incurred by the village hall management committee, volunteers, agents or invitees in respect of damage or 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, and

**{iii}** All claims, losses, damages and costs made against or incurred by the village hall management committee, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause {b}, the Hirer shall indemnify and keep indemnified accordingly each member of the village hall management committee and the village hall's volunteers, agents and invitees against such liabilities.

**(b)** The village hall shall take out adequate insurance to insure the liabilities described in sub-clauses **(a){i}** above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses **(a), {ii}** and **{iii}** above. The village hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the village hall management committee and the village hall's employees, volunteers, agents and invitees against **(a)** any insurance excess incurred and **(b)** the difference between the amount of the

liability and the monies received under the insurance policy.

**(c)** Where the village hall does not insure the liabilities described in sub-clauses **(a),{ii}** and **{iii}** above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the village hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the' premises to another hirer. The village hall is insured against any claims arising out of its own negligence.

**13. Accidents and dangerous occurrences:** The Hirer must report all accidents involving injury to the public to a member of the village hall management committee as soon as possible and complete the relevant section in the village hall's accident book. Any failure of equipment belonging to the village hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Booking Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 IRIDDOR).

**14. Explosives and flammable substances:** The hirer shall ensure that:

**(a)** Highly flammable substances are not brought into, or used in any part of the premises and that

**(b)** No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

**15. Heating:** The Hirer shall ensure that no unauthorized heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas ILPG) heating appliances shall not be used.

**16. Drunk and disorderly behaviour and supply of illegal drugs:** The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

**17. Animals:** The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the village hall. No animals whatsoever are to enter the kitchen at any time.

**18. Compliance with the Children Act 1989:** The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks

have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the village hall management committee with a copy of their CRB check and Child Protection Policy on request.

**19. Fly posting:** The Hirer shall not carry out or permit fly posting or any other form of unauthorized advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the village hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

**20. Sale of goods:** The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organizer's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices. Further detail can be found in Village Hall Information Sheet 34, Sale of goods.

**21 Film shows:** Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

**22 Cancellation:** If the Hirer wishes to cancel the booking before the date of the

event and the village hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the village hall. The village hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

**(a)** the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

**(b)** the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring

**(c)** the premises becoming unfit for the use intended by the Hirer

**(d)** an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a refund of any deposit already paid. but the village hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**23. End of hire:** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the village hall shall be at liberty to make an additional charge.

**24 Noise:** The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning; The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

**25. Stored equipment:** The village hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded

**26. No alterations:** No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary. 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. It will become the property of the village hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

**27. No rights:** The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

**28. Dangerous and unsuitable performances:** Performances involving danger to the public or of a sexually explicit nature shall not be given.