

CREETING ST MARY VILLAGE HALL - BOOKING FORM

Name of Hirer
Function
Date of Function Time and period of Hire
Address of Hirer.
.....
.....

Telephone numbers (home and mobile) and email address of Hirer.
.....
.....

I acknowledge that I am fully responsible for:

- Taking all required steps to safeguard Children, Young People and Vulnerable Adults as per clause 2
- Ensuring the sale of intoxicating liquor is dealt with in accordance with clause 6 of this agreement
- Reporting any damage done during the booking on the day or the day after as per clause 11
- Clearing up and cleaning the Hall at the conclusion of the event as required by Clause 13
- Ensuring I secure the Hall at the end of the event before returning keys having regard to clauses 14 and 15
- Maintaining safety and order throughout the event and **particularly** ensuring that children are carefully supervised throughout the booking having regard to clause 21
- Ensuring that I have understood the Fire Safety procedures and that these are complied with - clause 24

I confirm I have carefully read, understood and agree to comply with and be bound by the Conditions of Hire and any special Conditions of Hire for Creeting St Mary Village Hall and enclose £ full fee + deposit (where required). Where a deposit is paid the repayment of the deposit is to be made to:

Account name
Account number
Sort code

]SIGNATURE OF HIRERDATED.....

Creeting St Mary Village Hall Booking confirmation

We are pleased to confirm your booking for the Village Hall on
.....the.....of.....
Timeto.....
For a

Keys are available from the booking secretary (07849 817488). The Hire Cost, payable to Creeting St Mary Village Hall, is £..... to be paid as per invoice

If the hirer wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking the question of the payment or the repayment of the fee shall be in the discretion of the committee.

CREETING ST MARY VILLAGE HALL - CONDITIONS OF HIRE

1) General:

- a) All bookings are entirely at the discretion of the Management Committee
- b) Age of Hirer: The person to whom the Hall is let must be aged 21 years or over.
- c) A deposit of up to £200 may be required one month in advance of the booking date for parties, large functions or gatherings at the Hall. **The deposit, where required, is paid as security for damage or for failing to clean and tidy up.** *The hall must be left in the same condition as found.* The deposit will be refunded in full only if extra cleaning or any remedial works after the booking are not needed: see also Condition 13 below
- d) Smoking is not permitted in any area of the Hall.

In the event of extra cleaning or remedial works being necessary after a booking, the following to reimburse the Management Committee will apply:

- Cleaning: this will be charged at the current cost of cleaner time per hour plus materials including any special additional costs where, for example, blood, chemicals or other concerning materials are involved
 - Any repairs or other remedial works: A quotation from an independent contractor will be obtained for the work needed. The final bill from the contractor will be payable by the Hirer to reimburse the Management Committee.
 - Any significant time spent by members of the Management Committee in resolving issues arising from issues with the hire whether lack of cleaning, damage or other disruption will be charged at not less than the rate chargeable for the cleaner at the time
- f) Hirers must ensure that no illegal or unlawful substances are present on the Hall premises.
 - g) Hirers must also ensure that no alcohol is available to or supplied to persons under 18 years old.

2) Safeguarding Children, Young People and Vulnerable Adults

Under the Child Protection Act we are obliged to advise that the safety of children, young people / vulnerable adults whilst involved in events organised by the Hirer is the responsibility of the Hirer who must:

- a) Familiarise themselves with the regulations
- b) meet robust standards for child protection:
- c) have a minimum of 2 adults supervising at all times (with a minimum of 1 supervising adult per 15 children).
- d) have plans for dealing with lost children.
- e) identify potential hazards and design and implement appropriate control measures.

No liability will be accepted by the Village Hall Management Committee through the hirer's failure to do this.

3) Hirer's Public Liability Insurance

Our advisers recommend that clubs/organisations involving children and young people/vulnerable adults should arrange public liability insurance for their activities. Established groups (e.g. schools) will be expected to have their own insurance. For ad-hoc groups and individuals who would otherwise find it difficult to access insurance at a reasonable price, Creeting St Mary Village Hall management committee has taken out Hirer's Liability cover which is free to the Hirer and bears an excess of £100 per claim. Hirers are held responsible for covering the excess in the event of a claim.

4) Booked Times

Keys are only made available for use only during booked times. Hirers are advised to make Hall bookings which allow time for setting up before and also for clearing up after. This will ensure that there are no clashes with other bookings. All functions must cease by the time shown as 'end of hire' time. If for any reason more time is required on the day the Hirer must advise the Booking Secretary promptly to check if the Hall is available. We will advise the Hirer of any extra cost for additional time used over and above the agreed booking times. Hirers are NOT allowed to transfer booked slots to other Hirers.

5) Cancellations

If the Hirer cancels a booking and the Management Committee is unable to re-let the Hall, the Hirer is likely to be responsible for the full hire charge subject to the discretion of the Management Committee.

6) Sale of Intoxicating Liquor

The Hirer must advise the Booking Secretary promptly when planning to obtain a licence for the sale of intoxicating liquor on the premises. If you wish to sell alcohol during the hall booking (this includes cases where the ticket price of the event includes the cost of alcohol or it is " by donation") you need to obtain a Temporary Event Notice (TEN) and confirm to the booking clerk that you have done so. The issuing authority for this licence is Mid Suffolk District Council and you can contact them using <http://www.midsuffolk.gov.uk/business/licensing/licensing-act-2003-alcohol-and-entertainment-licensing/application-and-guidance/>

- You **must** be at least 18 to apply for a TEN. You **must** apply at least 10 working days before your event.
- You will have to pay a fee, currently £21.
- You **must** send a copy of the TEN to the local police at least 10 working days before the event. If you apply for the TEN on-line, the council will contact the police for you.
- The date of submitting the TEN and the day of the event are not included in the total number of working days before the event.
- You can only apply for a TEN as an individual, not an organisation.
- You **must** keep your TEN in a safe place where the event is held.
- You **must** also display a copy of the notice where it can be easily seen.

The Social Club can be contacted via the Booking Secretary for the provision of a bar provided a TEN is obtained by the hirer once the Social Club has confirmed that they are able to provide a bar. Provision of a bar is dependent on being able to supply bar staff on the day of the event and there will be a charge for making the bar available. The bar staff will ensure that no alcohol is sold to a person that appears intoxicated and will adopt a "Challenge 25" proof of age scheme.

No alcohol can be consumed inside or outside the property unless purchased from the VH bar. (Unless pre agreed by the committee).

7) Hirers Use of Copyright Music

Users of the hall who run classes as an earned income must carry their own separate licence for use of copyright music.

8) Public Entertainment Licence

A copy of the public entertainments licence, granted by Mid Suffolk District Council, is displayed on the notice board in the main hall; as are the Fire Regulations. These must be read and complied with.

9) Discos and Parties

Any amplified music must have the prior agreement of the Management Committee. Discos are permitted for children's parties up to 8pm. Bouncy Castles and hard balls are not permitted inside hall building.

Bookings for parties arranged primarily for teenagers and young adults up to 21 years old can only be accepted and the function held with the prior agreement of the Management Committee. It is a condition of such a booking that the person making the booking and most of those attending the party must be resident within the Parish of Creeting St Mary. For evening events there are time limits. Where a bar is provided, it must close no later than 10.30pm. Hirers must ensure that their event is concluded, the clearing up carried out and the Hall fully vacated no later than 11pm. This is to provide clear time limits to avoid late night disturbance to neighbours of the Hall.

10) Heating

Please inform the booking clerk if you require heating . This will then be programmed to come on a few hours before your slot in order to reach the right temperature. The default set temperature is 20 degrees centigrade. Please tell the booking clerk if a different temperature is required. During your booking, if the temperature is

wrong, please adjust the thermostat (on the wall along from the main entrance porch). Do not attempt to adjust the radiators as these are set to provide the correct amount of heat for subsequent bookings also. If it is too hot you may have to open the windows temporarily.

11) Hirer's Responsibility for Damage/Cleaning and interest on late payment of booking invoices

Hirers must report any damage to the building, its furniture and fittings, and outside equipment when used, however caused, to the Bookings Secretary very promptly after the event. Please do not use sellotape, sticky-tape, nails or pins etc. to fix any items to the boards or walls. Only Blue-tac (or similar) is permitted for fixing to the Boards.

In the event that a booking invoice has not been settled in full in advance of the booking and is then not paid promptly on provision of a reminder to pay by the Booking Secretary, interest will be payable on the amount of the invoice from the invoice date at the rate of 2% per month with interest to be calculated each month based on the invoice value plus any interest outstanding at the last day of the previous month (from invoice date),

12) Not causing disturbance to neighbours

The hirer is responsible for ensuring that the Hall is vacated at the agreed finishing time, **and that attendees leave quietly and do not cause nuisance to neighbours.**

13) Clearing up after events

The Hirer must ensure the facilities are left ready for use by the next Booking:

- a) the hall forecourt, car park and surrounds must be left clean and tidy
- b) any equipment and furniture used must be put back in its correct place
- c) the main hall and kitchen floors must be swept
- d) Any refuse generated (bottles, left-over food etc.) must be taken away
- e) the carpet flooring in the lounge and entrance lobby must be vacuumed thoroughly; the vacuum is stored in the cupboard just to the right inside the front lobby
- f) all tables and kitchen work surfaces wiped over thoroughly
- g) any spillages on the main hall floor must be cleaned up using a mop from the cupboard in the front lobby and plain water. No detergents must be used on this oiled floor

The toilets must be checked to be in a good, clean condition. In particular, please ensure that all taps are fully turned off.

The Management Committee will invoice the Hirer for costs to clean up if this is necessary. See also the note at Condition 1 above

All lights and heaters must be switched off. NB the water heater switch for kitchen sinks is to the right of the window. Ensure that the main power switch (**red** and immediately above the dishwasher) to the dishwasher is switched off and the machine has fully emptied of water.

Note

Recyclable material, such as cans, bottles, plastic items should not be left by the bottle bank or recycling bins which are to the left of the Hall as you face it. Recyclable material should be sorted and put in the bottle bank if glass or the green lidded bins if non-glass or taken away

14) Securing the Hall

Having cleared up, the outgoing Hirer must secure all windows and external doors closed, and carry out final Fire Safety checks before locking the front door and leaving the hall. Please ensure that all fire doors are left fully closed and **not** "wedged" open.

15) Returning keys

Having secured the hall, the Hirer must return the keys to the Booking Secretary or to the keysafe as directed.

16) First Aid

There is a First Aid Box in the Kitchen. Please record accidents in the Accident Book which accompanies the box.

17) Electrics

Should there be an urgent need to switch off the electricity supply; the fuse box can be found in the cupboard in the front lobby. In the case of problems please advise the Booking Secretary.

18) Kitchen Equipment

Facilities include a Cooker with Oven and Hob; Fridge; Freezer; Microwave; Electric Kettles; Tea Urn; Dishwasher and Toaster.

19) Main Hall Floor

This is an oiled oak floor suitable for dancing. **Please NO Stiletto or high heels.** Only clean the floor with water as other substances could cause serious damage which would be expensive to the hirer.

20) Tables and Chairs

Rectangular tables and chairs are stacked in the store off the main hall and to be returned there after the event concludes. Round tables are in a separate cupboard.

21) Maintaining Safety & Order

The Hirer must be in charge of the function during the whole period of the hire and:

- a) maintain order and good behaviour in the Hall at all times
- b) take all responsible precautions for the safety of the public, performers and employees on the premises
- c) keep noise within a reasonable level

The number of persons in the Hall at any one time shall not exceed:

- All dancing - 180
- All seated at tables - 100
- Mixed tables and dancing - 80
- All seated for concert/theatre performance - 180
- Lounge - all activities – 50

For large events (greater than 100 people) the hirer must appoint a Steward to be responsible for fire safety. The Management Committee accepts no responsibility for any loss or damage to property or injury to persons arising from improper use of the Hall and equipment. There may be separate special conditions issued (for example re COVID) which, if issued, form part of the overall conditions and must be complied with.

22) Food - Environmental Health Guidance for users of the Hall kitchen and catering facilities

- a) Persons handling food must:-
 - i. Wash hands in the appropriate sink in the corner of the kitchen prior to handling food
 - ii. Wash hands after using the WC.
 - iii. Wear clean, protective clothing.
 - iv) Cover cuts with waterproof dressings.
- b) Food must be kept covered to protect from flies, etc.
- c) '@High risk' foods are to be kept in chilled storage to as near the time of the function as possible. No such foods must be brought to the Hall more than 4 hours before the preparation time of the food items, (e.g. cooked meats, poultry, fish, dairy products, salads, etc.). There is a small fridge and a freezer in the kitchen.
- d) Cleaning chemicals must be kept separate from food.
- e) Surface Sanitiser spray provided is to be applied to clean surfaces used for food and hand contact surfaces.

Please note that drink is classified as a food.

Hirer must bag all rubbish, apart from recyclable items, particularly left-over food, and take this home

23) Hire of Equipment

If the hire includes use of a marquee and/or gazebo and/parasols, it is **essential** that these items are fully dried before being folded and returned to store. There will be a separate deposit payable for hire of these items and other Hall equipment with deductions permitted from the deposit for cleaning, repair of damage and any time in dealing with these activities including drying equipment returned wet.

24) Fire Safety Procedures

HIRERS MUST BE FULLY AWARE OF FIRE SAFETY CHECKS AND PROCEDURES – [See notice on internal notice board].

No highly flammable materials nor portable heating appliances shall be brought into the premises. Any electrical appliances must have been PAT tested and the test certificate still be in-date. Hirers are responsible for checking that the premises are safe before allowing other members of their group to use the premises.

Location of Fire Exits

All emergency exits are identified with standard emergency light above emergency exit. While the Hall is in use all Fire Exit doors must be kept clear and secured only in such a manner that they can be opened immediately and easily from inside the hall.

Location of Fire Alarms

There are four fire-alarm call-points:

- (i) in the foyer
- (ii) near the rear Emergency Exit in the main hall.
- (iii) in the lounge to the left of the bar
- (iv) in the kitchen next to the back door

Location and Operation of Fire Extinguishers

Fire Extinguishers are situated in the main hall (water and foam), in the kitchen (carbon dioxide) and in the lounge (foam).

Actions for persons discovering a fire

Shout "Fire" and Sound the Alarm - by pressing the nearest alarm point (Foyer, Main Hall, kitchen and bar)
The Nominated Person (Steward) should call the fire brigade - Dial 999 and give location of fire as Creeping St Mary Diamond Jubilee Hall Village Hall - IP6 8NF. Attack the fire only if it-is-safe to do so - with nearest appropriate appliance.

Actions on hearing fire alarm

The Hirer is responsible for evacuation of building. Leave the building by the nearest safe exit and assemble in the car park (Fire Assembly Point) at the rear of the hall. Do not stop to collect personal belongings. Close all doors behind you.

Safe evacuation of anyone with disabilities or specific is via the front door ramp or via the main hall rear exit. Check no-one is left inside the building e.g. in the toilets. Check everyone is accounted for at Fire Assembly point

Report to the Trustees

Report the incident to the Trustees by calling the Chair: 01449 723952, Secretary: 01449 722570, or Booking Secretary 07849 817488. Leave a message if there is no reply.

Upon arrival of the Fire Service, the Hirer or appointed Fire Steward should meet the fire officer in charge and relay as much information as possible about the incident:

- a) Any persons missing or trapped in the building, where and when they were last seen.
- b) Where the fire is, what it involves, and how big it is.
- c) Where the building services are (electricity and water) if these have not already been isolated. (The electricity isolation switch is in the cupboard in the front entrance foyer).
- d) Any hazards in the building which may affect the safety of fire fighters. Any other information which may be useful.