North Stoke Village Hall Booking Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | | Booking Number | |
| Type of Function | | | | |
| Time the Hall or equipment From To  required | | | | |
| Name |  | | | Telephone numbers.  Home  Mobile  Work |
| Address 1 |  | | |
| Address 2 |  | | |
| Town |  | | |
| County |  | | | Email |
| Postcode |  | | |
| Deposit £30 | Required by | Paid | | Not Required |
| Total cost of Function |  | | | Paid Date |
| Additional information |  | | | |
| Terms &  Conditions | I have read and agree to the terms and conditions.  Signed.  Date | | | |
|  | KEYS TO BE COLLECTED | | | |

**Booking Manager Treasurer**

Mrs N Arnfeld Mr SJW Soames

2 Whitehouse Road 7 Wallingford Road

North Stoke North Stoke

Wallingford Wallingford

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**NORTH STOKE VILLAGE HALL**

**Standard Conditions of Hire**

**If the hirer is in any doubt as to the meaning of the following, please consult the Booking Manager immediately.**

**For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.**

**MANAGEMENT – CONTROL OF PREMISES**

1. The Hirer shall, during the period of hiring, be responsible for the 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 nuisance to the neighbouring properties.

**LEGISLATION**

2. Under the terms of the Fire, Health & Safety Regulations the HIRER must ensure that

the number of people on the premises shall not exceed 65 seated or 130 standing, with a minimum of two responsible adults present, in addition to the HIRER.

3. The HIRER shall not use the premises for any purpose other than those agreed and described in the Booking Form. The Hall may not be sub-hired or used for any unlawful purpose.

4. The HIRER must obtain a Temporary Events Notice from S.O.D.C. if the Hall is to be used to sell alcohol or if the HIRER intends to play music outside the hours of 8a.m. -11p.m

5. The HIRER shall ensure that any electrical appliance brought by them to the premises and used there shall be safe and in good working order, and used in good working order, and used in a safe manner. The appliances must have a current Portable Appliance Test.

6. The HIRER shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.

**CODE OF PRACTICE**

7. The HIRER must be aware of the need to protect the premises from fire and note the location of fire safety equipment in the main hall and kitchen. **It is essential that fire exits are kept clear at all times. Attention should be drawn to the Village Hall no-smoking policy/notices. Detailed Fire and Evacuation Procedures are displayed in the entrance lobby.**

8. The HIRER shall compensate the Management Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents that has occurred as a result of the hiring.

9. The HIRER shall be responsible for making arrangements to insure any third party claims that may lie against him/her (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall is insured only against any claim arising out of its own

negligence). The Village Hall is not insured for the use of “Bouncy Castles” and they are not permitted on the site.

10. If the HIRER wishes to cancel the booking within two weeks prior to the date of the event and if the Booking Manager is unable to make a replacement booking there will be a charge of £20. Earlier cancellation will not incur any cost.

11. Private bookings will be required to pay a deposit of £30.00 to secure the booking of the Village Hall and **the balance of payment to be paid prior to the collection of the keys**.

12. Regular contracted bookings will not be required to pay a deposit.

13. The Committee reserves the right to refuse a booking. In exceptional circumstances it may be necessary for the Management Committee to cancel a booking in which case a reimbursement of the deposit would be made. The Management Committee shall not be liable to make any further payment to the HIRER.

**NOTIFICATION OF ACCIDENTS**

14. The HIRER must report all accidents involving injury of the public to the Booking Manager as soon as possible and immediately enter the details in the **Accident Book** kept by the First Aid Box in the kitchen. Certain types of injury must be reported on a special form to the local Authority. The Booking Manager will give assistance in completing this form.

15. 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.

**STANDARDS – maintenance of good order**

16. The HIRER shall be responsible for leaving the premises and surrounding area (including toilets) in a clean and tidy condition, properly locked and secured. Any equipment temporarily removed from their usual positions – including stacking tables and chairs – must be properly replaced. An additional charge will be made if the Hall and equipment is not left in a satisfactory condition.

17. All rubbish must be removed from site. The Village Hall bins are NOT available for commercial waste.

18. The HIRER shall ensure that the minimum of noise is made on arrival and departure. For all events, the hall must be vacated by midnight.

**HIRE CHARGES – from 1st September 2007**

**North Stoke Kid’s Club £7.00 per session**

**North Stoke Beaver Scouts £10.00 per session**

**Local Residents £ 7.00 per hour**

**Non-Village Hirers £10.00 per hour**

**Equipment Hire for an outside venue**

**Tables £3.00 per Table**

**Chairs £2.00 per 6 Chairs (Plastic chairs only)**

**BOOKING MANAGER: Nikki Arnfeld Telephone 01491 839736**

**Mobile 07969 788766**

**email. narnfeld@yahoo.co.uk**

Revised: April 2014

**Temporary event notices**

**If you are holding an event and want to sell or supply alcohol, or put on entertainment, such as music, dancing or films, then you may need to apply for a Temporary Event Notice (TEN). Temporary Event Notices allow all premises including village halls, schools and clubs to easily apply for, and put on, one off events involving the sale of alcohol and regulated entertainment.**

Following amendments to the Licensing Act 2003 by the Live Music Act 2012 and the Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013, the following activities are no longer licensable between the hours of 8am and 11pm:

a) performance of plays up to an audience of 500 people

b) exhibitions of dance\* up to an audience of 500 people

c) indoor sport\*\* up to an audience of 1000 people

\*dance performance that may be classed as 'sexual entertainment' remains regulated.

\*\*any indoor contest, exhibition, boxing, wrestling or combined fighting entertainment event remains regulated.

A licence will still be required for these activities if they were taking place outside the hours of 8am to 11pm and for audiences that exceed the maximum limits.