FELMINGHAM VILLAGE HALL

*Charity Number303947*

*Aylsham Road, Felmingham, North Walsham NR28 0LD*

Chairman: Roy Hindle

Booking Clerk: Des Fern 01692 406547

APPLICATION FOR BOOKING AND HIRE AGREEMENT

INTRODUCTION

Felmingham Village Hall is a registered charity, run and maintained by a Management Committee for the benefit of the residents of Felmingham Village and its immediate vicinity;its use by others is welcomed when there is no other booking.

All users are to be represented by an Applicant who makes the Application for a Booking. If the Application is agreed by the committee, the Applicant enters into a formal Hire Agreement with the Committee.

All applicants are required to read, accept and adhere to the Terms and Regulations as set down in this Hire Agreement.

**TERMS**

Applicants for use of the Hall must be over 18 years of age and, if unknown to the Committee, may be required to establish their bona fides.

Applications for the use of the Hall must be approved by the relevant Committee Member before the Application becomes a firm booking.

The Applicant is wholly responsible for the appropriate and legal conduct of their event or activity, the provisions of this Hire Agreement and any additional requirements as may apply in Law.

Regular users may pay in advance, at the time of use or monthly in arrears.

Private Party applicants must pay the full amount and a Damage Deposit of £30 at the time of application.

Hire charges apply to setting up and clearing up time and Applicants must take this into account.

Charges for services and utilities are usually included in the hire rates.

Applicants are to make specific arrangements with the Booking Clerk regarding access to the Hall and securing it after use.

No explosive, inflammable, toxic, hazardous or infectious materials are to be brought onto the premises.

Fire safety equipment is not to be interfered with or moved except for its intended purpose in an emergency. Notices, signs and emergency lighting are not to be interfered with or obscured.

Setting up chairs and tables and clearing them away afterwards is the responsibility of the Applicant. PLEASE DO NOT DRAG ACROSS THE FLOOR. The Hall is to be left clean and tidy after use. Any damage, breakage or loss is to be reported to the Booking Clerk immediately. Deposits may be used to defray such replacement or repair costs.

Items left at the Hall premises overnight or unsupervised by day, remain the responsibility of the Applicant and not the Committee.

The Hall, its fixtures and fittings are not to be modified and loose property is not to be removed or used for a purpose other than intended. No new fixtures or fittings are to be installed by the Applicant without the specific consent of the Chairman.

Car parking at the Hall is **free.**

Those attending events at the Hall are required to leave quietly, showing due respect for the Hall’s neighbours.

The Management Committee are authorised and have a duty to close the hall and terminate an event if they have reason to believe that the Law, Hall Premises Licence or the Terms or Regulations of the Application have been or are being broken.

Those regular users granted storage space within the Hall are to return all their resources to the agreed area at the end of their session and store them in a safe manner that does not create a hazard to other users. Insurance of any items so stored is the responsibility of the user.

Whilst on the Premises children are to be fully supervised by an adult at all times.

At the end of the event or activity the Applicant is to:

• Return the Hall to the condition in which it was received

• Secure all doors and windows and close fire exits

• Check that all water taps are turned off

• Check the heating is turned off

• Turn off all lights

• Unplug electrical appliances

• Complete the Accident Book if necessary

• Report any damage, breakages or losses to the Booking Clerk

• Make any constructive suggestions regarding the management of the Hall, Fire Safety or Health and Safety to a Committee Member

• Return the keys as per agreed arrangement

• Pay any balance of hire charges to the Booking Clerk

**REGULATIONS**

**Alcohol**

No alcohol may be consumed on the premises of the Hall, regardless of whether the alcohol is sold or provided free of charge, unless the Applicant has applied for and been granted permission. Where such permission is granted, it is the duty of the Applicant to nominate a responsible person to stay sober in order to assist in the case of emergencies (e.g. fire evacuation).

Under the terms of the original Conveyance of Land, alcohol may not be made available for sale on Sundays, Good Friday or Christmas Day

Performance Rights & Phonographic Performance License

The Committee purchases an annual licence from the Performing Right Society Phonographic Performance (PRS/PPL) for incidental music and/or other media based entertainments and the like in the Hall. Applicants representing regular use leisure groups should satisfy themselves as to whether a separate PPL licence is required for their activity, and if so, are responsible for licensing their activity appropriately.

Guidance on this licence can be obtained by contacting PPL on 0207 543 1000.

**Fire Safety**

The legal capacity is as follows:

MAIN HALL

Seated 100

Standing 120

Fire Instructions are displayed in the Hall together with a plan of the premises and the fire exit routes. The Fire Safety Risk Assessment is also available. It is the Applicant’s duty to be familiar with the Fire Safety Risk Assessment, to be familiar with the exit routes available and to adhere to the Fire Instructions. It is a requirement for the Applicant to arrange the delivery of a briefing for those attending and to keeping fire exits clear during the event or activity. While all fire exit routes are available to those with reasonable mobility, wheelchair users, in particular, should be alerted to use the main entrance if possible. Applicants organising activities or functions attended by the infirm are advised to nominate able-bodied persons to assist individuals in the case of fire evacuation.

When the bar area is hired as a separate room the patiodoors and the double doors to the main hall must be left unlocked for the complete hire.Thus, providing a Fire Safety Route.

**Health and Safety**

The standard HSE Poster is on display in the Bar.

The Committee maintains a Health & Safety Policy together with a basic Risk Assessment for the premises. These documents are available on request. Hirers must conduct a Risk Assessment for the specific event and have a duty to mitigate all risks identified in their planning.

Insurance

The Committee maintains building, contents and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in the Hall. Applicants may view a copy of the policy on request. This insurance may not provide adequate or even any suitable cover for Applicants and their event or activity. Applicants are urged to consider, and obtain if appropriate their own insurance to underwrite their event or activity, to cover any property brought to the Hall, and to discharge their own liability towards others involved in or affected by their event or activity.

**First Aid** A First Aid box is situated in the kitchen. Ensure that all accidents and incidents, whether requiring First Aid or not, are recorded in the accompanying Accident/Incident Book. The completed form should be given to the Booking Clerk.

**Smoking**

In accordance with the Law, smoking is not permitted anywhere within the Hall. Smoking is permitted in the car park, with due discretion and regard to the Hall’s neighbours, provided that butts are disposed of responsibly in the bin provided. Smokers are to move clear of manoeuvring cars.

**Young and Vulnerable People**

Events where children, young and vulnerable people are present must conform to the Law. Applicants must ensure appropriate supervision and that supervisors are properly accredited. Applicants must ensure that young and vulnerable people are protected from alcohol abuse.

**Drugs and Substance Abuse**

Drugs and substances that can be abused are not permitted on the Hall premises and Applicants are responsible for appropriate supervision of their event to ensure drugs and illegal substances are not available.

**Unsupervised Items**

Items left in the premises overnight or unsupervised by day, remain the responsibility of the Hirer.

**Flammable & Toxic Material**

No explosive, flammable, toxic, hazardous or infectious materials are to be brought onto the premises.

**Security**

Hirers are responsible for the security of the premises at all times during the period of hire.

**BAR PROCEDURES**

The Bar is only available at the discretion of the Chairman of the Management Committee of Felmingham Village Hall, who holds a personal licence for the sale of alcohol..

A Covenant on the land prevents the sale of alcohol on Sundays, Christmas Day and Good Friday

**FELMINGHAM VILLAGE HALL**

**HIRING AGREEMENT**

Name of Hirer

Contact details:

Telephone Number:

Email:

Times of Hire:

Use of Community Hall for:

Community Hall charge £9.00 per hour (kitchen hire included)

Community Hall and Bar charge £14.00 per hour

The Hirer should ensure that they have read and understood the attached Conditions of Hire and that the details above are correct BEFORE signing and returning this form to the Booking Clerk: Des Fern

I declare that I have read and understood the Conditions of Hire, and agree that they shall form part of the terms of this agreement.

I also declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

Signed by the individual named above:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_

The Committee agrees to permit the Hirer named above to use the premises on the dates detailed, on the understanding that all the special conditions are adhered to at all times.

Under Insurance rules, if this hiring is for Commercial Purposes then the Hirer must insure the event for at least £5M (Million) of public liability