

Clipston Village Hall Booking Form

Booking Officer: Faye Tan	Address (for key collection/return): The Old Rectory, 1 Church Lane, Clipston, LE16 9RW	Telephone: 01858 525275 07725 427311
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Booking Description:

Date of Hire (for regular hires: Day of Hire)	From (Time)	To (Time)	Total Time (In hours)

Hire Charges per Hour		Additional one-off charges	
Village organisation (non-profit)	£10	Bouncy Castle	£5
Other group/ Party / Event including ticketed fundraising	£12	Cleaning	£20
Commercial Rate	£20		

Regular Booking	
Term	Number of Weeks / Months
Weekly	
Monthly	

Charges	
Hire charges	
One off charges (if applicable)	
Total Hire Cost	

Activity	Covered by Hall License	Tick if relevant to your booking	Activity	Covered by Hall License	Tick if relevant to your booking
a. Performance of Plays	Yes		g. Performance of Dance	Yes	
b. Exhibition of Films	Yes		h. Similar to a-g	Yes	
c. Indoor Sporting Event	Yes		i. Making Music	Yes	
d. Boxing or Wrestling	NO		j. Dancing	Yes	
e. Live Music	Yes		k. Similar to i – j	Yes	
f. Recorded Music	Yes		l. The sale of alcohol*	NO	
			m. Consumption of alcohol	Yes	

**Events involving the sale of alcohol will need to be agreed by the booking officer and the hirer will be responsible for obtaining a temporary event notice.*

Hirer Details	
Name: Organisation: Signed** Date	Address: Tel Email

The Village Hall uses personal data for the purposes of managing hall bookings and finances. Please initial here to indicate that you agree to us holding your data for these purposes

**** By signing this Booking Form you are confirming your agreement to and acceptance of the Standard Terms and Conditions of Hire on the following page.**

Standard Terms and Conditions of Hire (updated April 2022)

1. Application - All applications for hire of the Hall must be in writing on the appropriate form, completed and forwarded to the Bookings Secretary for consideration. All Bookings will be handled in accordance with our Hiring of Premises Policy. Where an organisation is mentioned with the Hirer's name, that organisation shall also be considered the Hirer and shall be jointly or severally liable hereon with the person who signs the form. A Hirer cannot sub-hire the Hall to another person/organisation.

2. Hire and Hire charges - Will be as agreed by the Village Hall Management Committee and amended from time to time. A deposit may be required for one-off session hire with balance becoming due immediately after the event. For Regular Users payment should be within 14 days of invoicing. Late payment could lead to a penalty of 20% of the invoiced amount. In the event of the cancellation of a one-off session booking within less than one month of the booked date, any deposit money paid will be refunded only if the Hall can be re-booked. The hire of the Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall has been hired, except to inspect the premises before an event by prior arrangement with the Bookings Officer.

3. Premises Licence (Licensing Act 2003) – This is an Act making provision about the regulation of the sale and supply of alcohol, the provision of entertainment and the provision of late night refreshment, about offences relating to alcohol and for connected purposes. The Hall is licensed for a number of activities and the conditions associated with the Premises Licence are displayed in the Hall foyer. The Hirer is deemed to have had notice of these conditions. The objectives of the Licensing Act being: prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm. No alcohol can be sold or consumed on the Hall premises at an event unless permission is sought and obtained from the Bookings Secretary at the time of booking. A Hirer's wish to sell or consume alcohol at their event can be brought to the attention of the Bookings Secretary by ticking the appropriate 'Yes' box at the bottom of Page 1 of this document. Where permission is granted to the Hirer to sell or consume alcohol at an event, the Hirer must take all necessary steps to ensure no offences are committed under the terms of Licensing Act 2003 during the period of the hire. This includes, but is not limited to, the illegal selling or supplying of alcohol to underage persons with the Hirer taking all necessary steps to confirm an individual's age. Failure to apply these rules could mean the hirer is refused permission to hire the Hall for subsequent events. A full list of offences that can occur under the 2003 Act is available on request. All alcoholic drink (wine, draught beer etc.) served in the Hall must be served in marked volume measured glasses, and full measures given, regardless of whether the alcohol is included in an entry ticket price, given by donation or sold by the glass. This rule applies at any events at which members of the general public are present and alcohol is served. The only time when it does not apply is when the Booking is for a Private Party or there is a User Group Club Event for members only. No event can be advertised stating the availability of alcoholic drinks, whether free or not, without prior permission of the Bookings Secretary. It is the responsibility of the Hirer to comply fully with these conditions.

4. Damage - The Hirer is responsible for all damage to the fabric of the Hall and any furniture and equipment contained therein. The Hirer will be required to pay for making good any damage or loss. Prior damage to equipment and/or malfunctioning of equipment etc. must be brought to the attention of the Bookings Secretary immediately. The Management Committee is not responsible for any loss or damage to Hirer's personal or other property brought to the Hall during the hire period.

5. Insurance - The Hall has Public Liability cover for individuals and/or groups hiring the Hall for private functions who have no public liability cover of their own. The cover is only provided for non-commercial activities, which are for the benefit of the local community. Any business hirer should arrange their own insurance.

6. Capacity - The maximum number of people allowed at any event in the Hall (including performers and/or helpers) is 150 (unless that number is otherwise limited, in which case you will be advised of such).

7. Notices, Decorations and Equipment - No Hirer shall affix any fixtures or fittings to any part of the Hall. Notices may be displayed, but only above the lower panelling and only using blue/white tack. No flags, emblems or other decorations shall be displayed outside any part of the Hall without the previous consent of the Management Committee. In addition, no additional lights, light extensions or other electrical equipment shall be used without prior consent of the Management Committee.

8. Hygiene, Cleanliness and Tidiness - Hirers intending to serve food or drink, even coffee and biscuits, should ensure that they maintain the correct level of cleanliness and hygiene as per the guidelines on the noticeboard. The Hirer shall leave the Hall in a clean and orderly state at the end of the session. All rubbish should be removed from the site and refuse sacks are available to the Hirer and kept in a cupboard under the sink. Kitchen equipment, if used, must be left clean and dry and returned to their storage location. At the end of hire, chairs should be stacked (max 10 per stack), tables collapsed and stored away as directed by the Bookings Secretary and/or notices on the noticeboard. Hirers must provide their own tea towels if required. Hirers found to be in breach of cleanliness standards will be required to pay a supplementary cleaning charge (currently £20). The Management Committee reserves the right to impose extra charges at any time. These charges may include the costs associated with, but not exclusively associated with, leaving energy usage equipment on or water running.

9. WiFi – A free WiFi service is provided at the hall. Although we aim to offer the best WiFi service possible, we make no promise that the service will meet your requirements and cannot guarantee that it will be accessible and fault-free at all times. We are not responsible for any data, messages or pages that may be lost or misdirected due to interruptions or other issues with our WiFi service. If using it you agree not to do so for the following purposes: disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws; transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice; making, transmitting or storing electronic copies of material protected by copyright without permission of the owner; or interfering with any other persons use or enjoyment of the WiFi service.

10. Hall's Environment Policy - Hirers are asked to respect the fact that the Hall is in a residential area and noise / music volume should be kept to a respectable level and cease no later than 11pm. Any Hirer wishing to have a booking extending beyond this time must seek approval from the Booking Secretary - approval is only likely to be given on special occasions. Hirers must ensure that attendees leaving the Hall at the end of any session have been informed that they are departing into a residential area and should keep any noise to an absolute minimum whilst outside the Hall and surrounding area. Parking in the village is limited and the Hirers are asked to ensure that attendees at their event do not block access to neighbouring properties.

11. Health and Safety Policy and Standards - It is the responsibility of the Hirer to ensure all instructions, particularly emergency and evacuation procedures are followed, this is particularly important for seated audiences. The Management Committee operate a Health and Safety policy and carry out regular risk assessments to update their Health and Safety Standards. Hirers are required to adhere to these Standards and all advisory signage displayed at the Hall. A First Aid box is available in the kitchen and details of any accidents should be noted in the accident book along with details of any material(s) used from the First Aid supplies. There are fire extinguishers as well as rotary gong fire alarms in the Hall. In the event of a fire of any kind, the fire brigade MUST be called by phoning emergency services.

12. Safeguarding – The Management Committee operate a Safeguarding Policy and all hires involving children, young people (under the age of 18) and/or adults at risk must agree to adopt this policy or else provide their own. The person or persons signing the Booking Form on behalf of an organisation shall be responsible for ensuring that any activities are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

13. Policies – the Hall's full suite of Policies are kept on file at the Hall (in the kitchen) and can be found on our webpage. It is a condition of hire that users will adhere to all Policies and failure to do so may result in the hire being curtailed and future hires denied.

THE HALL IS A NO-SMOKING ZONE. The Hirer shall comply with the 'prohibition of smoking in public places provisions' of the Health Act 2006 and associated Regulations and shall ensure that all attending their event comply also.

THERE IS NO PHONE ON THE PREMISES. It is a condition that hirers have a mobile phone available for their event. This will significantly speed up response to an emergency. The nearest public phone is on the High Street by the post box.