

LEAVENHEATH VILLAGE HALL BOOKING ENQUIRY FORM

Please read the attached Terms & Conditions for Hire

Name of Hirer/Organisation:				
Address:				
Email address:				
Phone No.				
Date of function:				
Time & duration: (Please ensure you include time for setting up & clearing away)				
Purpose of hiring:				
Number of persons expected to attend:				
I wish to hire the following facilities:	Main hall, kitchen & toilets		Meeting Room (NB: no access to kitchen)	

PLEASE NOTE a £100 security deposit will be required for all bookings. This will be refunded within two weeks of the event taking place once the hall has been checked to ensure everything has been left in a clean and satisfactory condition and that no damage has occurred.

☐ Please tick this box if you would like to be added to our mailing list

**Please return the completed form to our booking secretary:
jill.dunkley@yahoo.co.uk**

LEAVENHEATH VILLAGE HALL MANAGEMENT COMMITTEE ("LVHMC")

STANDARD CONDITIONS OF HIRE

BOOKINGS

1. Provisional bookings will be confirmed on receipt of payment and a signed booking form. For bookings made more than one month in advance a 25% deposit will be charged with the balance payable two weeks before the event. Bookings in less than one month will require full payment.
2. In addition to the hire fee, a separate fee in the sum of £100 is required as a security deposit. This is payable by cheque or bank transfer. Security deposits will be refunded within two weeks once the hall has been checked to ensure everything has been left in a clean and satisfactory condition and that no damage has occurred. (See clauses 11 and 12.)
3. The hall and meeting room are available for hire between the hours of
8.00am to 11.30pm Friday. The hall should be vacated by midnight.
8.00am to 11.30pm Saturday. The hall should be vacated by midnight
8.00am to 10.30pm Sunday to Thursday
4. Any person wishing to use the internet, stage, sound system, screen or piano must obtain prior permission and a charge may be made for their hire. Instruction for erection of the stage must be given.
5. Bookings will only be accepted from person(s) of 25 years of age or over. Discos and dances must be booked by two adults. See also clause 22 re public liability insurance.

USE OF PREMISES

6. The maximum number of persons permitted to use the premises should not exceed as stated below: -

Seated at tables	100 persons.
Mixed occupation (tables & dancing area)	120 persons
Closely seated audience	100 persons
7. **If the Hirer is planning an event involving licensable activities (eg the sale of alcohol or provision of entertainment) the hirer must apply to Babergh District Council for a Temporary Event Notice**, which is a one-off licence permission for alcohol, entertainment or late night hot food or drink and, if granted, shall provide a copy to the Bookings Secretary before the event. A copy of the notice must be displayed in the hall during the period of hire. For information on whether an event requires a TENs please contact Babergh Licensing Team on 01473 825719 or licensing@babergh.gov.uk. Please note there can only be 12 events a year at the hall using Temporary Event Notices.
8. No glasses or open glass bottles are to be taken outside the building, or any alcohol.
9. The hirer shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do or bring into the premises anything which may endanger the same or any insurance policies in respect thereof.
10. The hirer shall not cause or allow any unnecessary noise in or around the premises or in the car park and patrons using the hall must leave quietly especially at night. The playing of music should cease at 11.30 pm. As the hall is in a residential area, we ask that the noise is kept to a reasonable

level and doors and windows should be kept closed. Bottles should not be put in the bottle bank after 9.00 pm.

11. At the end of the hiring, the hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions shall be replaced, otherwise the LVHMC reserves the right to make an additional charge. The keys of the premises shall be returned forthwith at the end of the hiring.

12. The hirer shall be responsible for the full cost of making good any damage done to any part of the property including the outside areas or the contents of the building which may occur as a result of the hiring. The hirer is responsible for leaving the hall, kitchen, and toilets clean and for the cost of anything broken or items missing and for damage due to misuse. Chairs must be stacked with care and all furniture returned to its normal storage area. **Hirers will lose their security deposit if this clause is not respected.** The hirer shall not do anything which will invalidate the LVHMC's insurance or any licence affecting the premises.

13. The hirer will not damage the car park surface or permit or allow it to be damaged.

14. The hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than a special event agreed to by the LVHMC.

15. 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 written approval of the LVHMC.

16. Representatives of the LVHMC retain the right of entry to the premises at any time during any hiring for the purposes of inspection.

SUPERVISION

17. The hirer, during the period of the hiring, shall be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage or change of any sort. The hirer shall also be responsible for the behaviour of all persons using the premises including proper supervision of car parking arrangements so as to avoid obstruction of the highway. Two or more responsible adults over 25 years of age must remain on the premises throughout the duration of the period booked.

18. The hirer is responsible for ensuring that appropriate CRB (Criminal Records Bureau) checks are in place for any function that involves vulnerable adults, children, or families.

CANCELLATION

19. If the hirer (see below for regular hirers) wishes to cancel the booking before the date of the event and the LVHMC is unable to arrange a replacement booking, refund of any deposit paid will be at the discretion of the LVHMC. Unless cancellation has been received by the LVHMC (by notifying the Bookings Secretary) at least 48 hours before the start of the period of hire, the full amount of the hire will remain due.

For hirers with regular prebooked sessions, on cancellation, **50%** of the fee would be payable. (Exemptions are at the discretion of the LVHMC)

20. The LVHMC reserves the right to cancel any hiring in the event of the Hall and / or the meeting room being required for use as a Polling Station for a Parliamentary or Local Government election or bye election, or for any other reason at the discretion of the LVHMC, in which case the hirer shall be entitled to a refund of any fee paid, but not entitled to any form of compensation whatsoever.

21. In the event of the Hall or any part of it being rendered unfit for the use for which it has been hired, the LVHMC shall not be liable to the hirer for any resulting loss or damage whatsoever.

PUBLIC SAFETY. PUBLIC LIABILITY INSURANCE

22 LVHMC has its own public liability insurance for matters under its control amounting to cover of £2 million; Hirers are covered by this insurance. Any damages outside this policy are payable by the hirer.

Commercial hirers must have their own public liability insurance as they are not covered by the Village Hall insurance. Employers and Commercial hirers are advised to have Public Liability insurance of approximately £2 million

23. The hirer shall comply with all Conditions and Regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The Conditions and Regulations are displayed in the Hall.

24. The hirer should ensure they have a mobile phone to call the emergency services, should it be necessary, as there is no phone on the premises. **The 'Muster Point' in the event of evacuation of the premises is the VILLAGE GREEN.**

25. ALL FIRE DOORS MUST BE KEPT CLEAR AT ALL TIMES.

If the curtains are drawn across the door for privacy, a person must remain by the doors ready to draw back the curtains should any emergency arise.

26. The emergency lighting supply illuminating all exit signs must be turned on during the whole of the time the premises are occupied.

27. Highly flammable substances (e.g., fireworks) shall not be brought into, or used in any part of the premises.

28. Performances involving possible danger to the public are not allowed.

29. Electrical equipment

Electrical cables and wiring must be laid in such a manner so as not to cause a hazard. Any electrical appliances brought into the premises must be in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. The hirer must not alter or interfere with any electrical system on the premises.

30. Health and Hygiene

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

31. Accident reporting / first aid

The hirer shall report all accidents involving injury to the public to a member of the LVHMC 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 should also be reported as soon as possible. **The First Aid box and accident book are located in the tall cupboard in kitchen.**

HIRE CHARGES

32. The LVHMC reserves the right to increase the hiring charges from time to time and to make an additional charge for the hiring of the Hall and or the meeting room for special functions.