

# Milborne St. Andrew Village Hall Booking Form

Registered Charity No. 301153.

## HIRING CHARGES

Type of Booking	Main Hall, inc. kitchen and heating	Committee Room, no kitchen use	Joint hire Main Hall & Committee room (inc. kitchen and heating)
Regular Booking	£ 6.75 per hour	£6.25 per hour	£13.00 per hour
Other bookings	£13.00 per hour	£10.00 per hour	£20.00 per hour
Corporate	£30.00 per hour	£20.00 per hour	£45.00 per hour

Additional charges	
Dances, Discos, Plays, Performances, Playing recorded music	<b>£5.00 per event</b>
Sale/serving of alcohol (Note conditions 4 & 5.)	<b>£5.00 per event</b>
Dance classes and Keep Fit classes	<b>£5.00 per event</b>
Clean up session (all rooms)	<b>£6.00 per hour</b>
Surcharge beyond midnight	<b>£20.00 per hour</b>

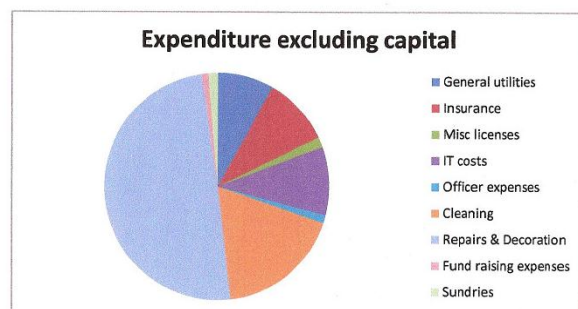
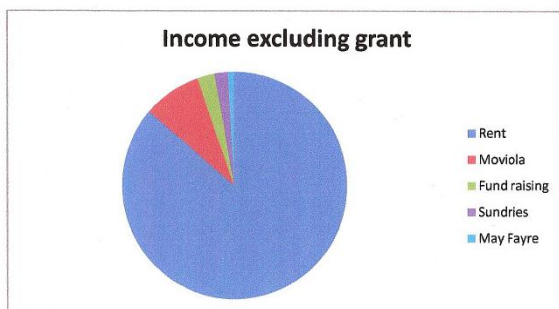
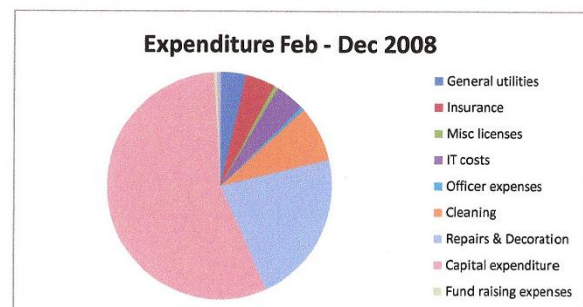
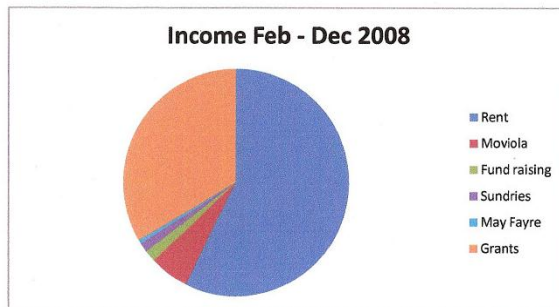
- The hall must be vacated by 11:30 p.m. on Saturdays and midnight on other nights
- A discount is available on pre-paid bookings of 30 hours or more
- A booking deposit of **£50** is required for functions where alcohol is to be consumed
- The booking deposit is in addition to the hiring charges but is refundable subject to the Conditions of Hire (overleaf).

**Legal & Safety Issues:** **Hirers** and users are only allowed to engage in activities that are both legal and safe. They are required to carry out their own safety risk assessment of the premises and only engage in activities that they consider to be safe and appropriate and then to effectively control and reduce any risk to an acceptable level.

**Please note – The Hall is NON SMOKING and is only licensed to hold 100 persons seated.**

Rent	Moviola	Fund raising	Sundries	May Fayre	Grants
8746.53	849.33	260.6	196.58	89.25	5100

General utilities	Insurance	Misc licenses	IT costs	Officer expenses	Cleaning	Repairs & Decoration	Capital expenditure
1050.45	1249.93	190.37	1256.51	152.24	2315.97	6397.02	16292.64



## CONDITIONS OF HIRE

The Trustees have to implement and review the statutory requirements for public health and safety. User Groups play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards.

A risk assessment must be carried before any activity is undertaken and no activities are allowed which involve an unacceptable risk to the hall users, members of the public and damage the hall facilities. Children are to be supervised at all times.

- 1) The hall may be hired by anyone over 18 years of age for any legal object on the understanding that order is preserved and that there is adequate supervision for any event involving minors
- 2) Any event involving music or dancing, open to any members of the public, with or without an admission charge, is subject to a Public Entertainment's licence. The Management Committee of the Village Hall holds the licence.
- 3) Hirers wishing to book twelve or more consecutive weeks may be asked to negotiate one of the sessions per quarter to be available for alternative hiring.

### ALCOHOL ON THE PREMISES

The Village Hall holds a Premises Licence which permits all licensable activities from 10.00am until midnight.

- 4) The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk. Any person suspected of being drunk or who is behaving in a violent or disorderly way shall be asked to leave the premises.
- 5) Age verification policy:  
Any person who attempts to purchase alcohol or any person who is having alcohol purchased for them and appears to be under the age of 25 should be asked to produce one of the acceptable forms of photographic ID before any sale of alcohol is made.  
The date of birth will be looked at and checked on each occasion.  
Any refusal to serve will be recorded in a Refusal Register.  
Anyone who attempts to purchase alcohol for anyone under 18 will be asked to leave the premises.  
The only forms of acceptable ID will be photographic DVLA driving licences, Passports or ID cards with PASS holograms. Notices will be provided and should be placed behind the bar and in other easily viewable locations informing patrons of this.  
Any ID that appears to be tampered with will not be accepted.

### PAYMENT /CANCELLATION FEES

- 6) A booking deposit of £50:00 is required for all private functions.
- 7) **Private Hire** Full payment of fees is required no less than 14 days before the event
- 8) Cancellation of private bookings with less than two weeks notice from proposed date forfeits the hiring charges
- 9) Cancellation of a booking with less than four weeks' notice of a hiring involving sale of alcohol forfeits the booking deposit.
- 10) Cancellation of other events within two weeks of proposed date forfeits £3.00

PLEASE NOTE: Any deposit paid will be refunded one week after the hiring, subject to fulfilment of hiring conditions.

### VACATING THE HALL AFTER USE

- 11) The premises shall be vacated by midnight (Saturdays 11: 30 p.m.) except by prior arrangement. The hirer shall ensure that the premises are vacated promptly at the end of the letting. Use of the hall beyond the time booked will incur additional charge as described overleaf.
- 12) The hirer shall not sublet to another person or organisation.

### CARE OF PREMISES

- 13) Hirers are expected to leave the hall clean and tidy
- 14) In the event the Village Hall Committee have to undertake additional cleaning to return the hall to a clean and tidy condition any charges incurred will be passed to the hirer
- 15) In the event of damage to the premises, property or amenities the hirer shall pay the cost of repair or replacement.
- 16) No responsibility can be accepted for any equipment brought into the hall by the hirer.
- 17) There is a First Aid box in the main hall by the meters. Accidents and 'near misses' must be reported in the book provided.
- 18) A gangway of one metre is to be kept clear as access to the emergency doors.
- 19) Teapots, kettles, a water heater and limited crockery and cutlery are included in kitchen hire.

### FIRE SAFETY

- 20) A Fire Risk Assessment has been undertaken and the report and significant findings are available and displayed in the hall.
- 21) FIREWORKS MAY NOT BE LET OFF ON VILLAGE HALL PREMISES IN DOORS OR OUT DOORS (UNDER ANY CIRCUMSTANCES).
- 22) Arrangements have been put in place to ensure that any user group or visitors to the hall are issued with information regarding the fire safety procedures within the building. They require a "Responsible Person" (fire) to be designated for the event/function to manage the arrangements.
- 23) During public entertainment events it is a requirement that the exit signage must be switched to the "maintained mode".

### SECURITY

- 24) A CCTV system is provided for enhanced safety and security of the hall users and for the protection of the facilities and any evidence will be handed to the Police to assist with any investigation.
- 25) For increased security the front doors may be locked from the outside as this does not affect their opening from the inside.
- 26) Any external disturbance, nuisance or offence caused to hall users should be reported to the police at the time. **999 or 01202 222 222**

### Health & Safety

- 27) The hall has many features such as a kitchen; portable stage, fixtures and fittings as well as extensive outside play facilities which while necessary for a wide range of hall activities, potentially offer hazards for specific user groups or during careless and unacceptable behaviour.
- 28) Nothing must be taken for granted, activities are only allowed if they have been assessed as safe and the necessary controls put in place.
- 29) It is the responsibility of the village hall management committee and the hirers 'nominated person' to ensure that health and safety regulations are being complied with.

Any complaints must be put in writing to the Secretary:  
Mr Edwin Frost, 3 Huntley Down, Milborne St. Andrew, DT11 0LN

The Hall Committee reserves the right to refuse any application for Hire or use of the facilities.