

## Sunningwell Village Booking Form

<b>Hiring Organisation / Name</b>	
<b>Contact Address</b>	
<b>Telephone number</b>	
<b>Email Address</b>	
<b>Purpose of Hire</b>	Is this a regular booking?      YES/NO
<b>Period of Hire</b>  <b>Fees</b> <b>Mon-Fri</b> £10 per hour  <b>Sat/Sun</b> £12 per hour	Date:  Time From                                  To  Total number of hours:
<b>The Hirer agrees to the Conditions of Hire attached.</b>	Signed.....  Print name.....  Date.....
<b>Please note:</b> <ul style="list-style-type: none"> <li>• A booking is not confirmed until full payment is received</li> <li>• This form and payment to be sent to:              Mel Houldershaw (Treasurer)              10, Kennington Rd              Kennington              OXFORD OX1 5NZ</li> </ul>	
<b>Payment:</b> All cheques to be made payable to Sunningwell Village Hall Management Committee. Payment can be made by BACS, please contact the Treasurer at <a href="mailto:sunningwellbookings@gmail.com">sunningwellbookings@gmail.com</a> for details.	

Sunningwell Village Hall, Sunningwell, Abingdon Oxfordshire OX13 6RD

# Conditions of Hire

Sunningwell Village Hall, Sunningwell, Nr Abingdon, Oxfordshire, OX13 6RD

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## Conditions of Hire

January 2016

### DEFINITIONS:

- The HIRER is the person, not under the age of 18 years, who is hiring the PREMISES, or the Authorised Representative of the organisation hiring the PREMISES.
- The MANAGEMENT COMMITTEE shall mean the trustees of Sunningwell Village Hall who are responsible for the operation of Sunningwell Village Hall.
- The PREMISES are the Village Hall including the car park and garden area

### **RESPONSIBILITIES OF THE HIRER**

1.

The HIRER shall, during the period of hire, be responsible as far as reasonably practical 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 the proper supervision of car parking arrangements so as to avoid obstruction of the driveway.

2.

The HIRER shall be in charge and be present at the PREMISES during the whole time that they are open for Regulated Entertainment (see Clause 15). The person in charge shall not be engaged on any duties which will prevent him/her from exercising general supervision.

3.

The HIRER, prior to the period of hire, shall confirm in writing that instruction has been received in the following:

- The action to be taken in the event of fire. This includes and calling the Fire Brigade and evacuating the PREMISES to muster at the Assembly Point on the car park.
- The location and use of fire fighting equipment
- Escape routes and the need to keep them clear
- Method of operation of escape door fastenings
- That there are no obvious fire hazards on the PREMISES. At the commencement of a Booking the HIRER shall announce to the attendees the actions to be taken in the event of a fire or other need to evacuate the PREMISES. (See notice displayed in the entrance lobby for information on the location of fire fighting appliances and emergency exits).

4.

The Hirer shall ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details thereof shall be given to the MANAGEMENT COMMITTEE verbally and in writing.

5.

The HIRER shall ensure that no smoking takes place anywhere within the building.

6.

The HIRER shall take all reasonable measures to prevent drunk and disorderly behaviour on the PREMISES and shall not serve alcohol to any person suspected of being drunk or under the age of 18.

7.

The introduction, sale or use by any users of the PREMISES of illegal drugs, whether in the building or within the curtilage is forbidden and constitutes misuse of the PREMISES. The HIRER is advised that breaching this condition will entail the automatic loss of any deposit paid and possible refusal of further bookings.

8.

The HIRER shall not use the PREMISES for any purpose other than that described in the Hiring Agreement, nor sub-hire or use the PREMISES or allow the PREMISES to be used for any unlawful purpose, nor do anything or bring anything into the PREMISES which may endanger the same or render invalid any insurance policies in respect thereof.

The HIRER shall not publicly or otherwise advertise any function until notification in writing has been received confirming the booking.

9.

The HIRER shall not make any alteration or addition 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 prior approval of the MANAGEMENT COMMITTEE. **This includes the use of sticky tape, drawing pins and 'silly string' which may cause damage to windows and walls.**

10.

The HIRER shall ensure that nothing is done on or in relation to the PREMISES in contravention of the law relating to gaming, betting or lotteries, including Bingo and other games of chance. The HIRER shall NOT permit:

- The sale of alcoholic liquor on the PREMISES, unless they have obtained the appropriate licences

11.

The PREMISES are covered for PRS (Performing Rights Society) purposes.

12.

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

13.

The HIRER shall ensure that any electrical appliances brought by them to the PREMISES and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

**ALL ELECTRICAL EQUIPMENT USED ON THE PREMISES MUST BE PAT TESTED.**

14.

The HIRER shall comply with all conditions and regulations made in respect of the PREMISES by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment.

15.

**REGULATED ENTERTAINMENT:** The HIRER shall ensure that there are a minimum of two stewards on duty in the PREMISES when they are being used for public entertainment, or more stewards as appropriate to the number being supervised.

16.

The HIRER shall ensure that no activity takes place in the PREMISES which could result in any danger to the public. Specifically, no flammable substances shall be brought into or used in any part of the PREMISES. Balloons filled with flammable gas shall not be permitted on the

PREMISES. (Helium is not flammable.) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool etc.) shall be erected without the consent of the DIRECTORS. No real flame or cylinders for storage of air or other gases or liquids under pressure shall be used without the permission of the MANAGEMENT COMMITTEE.

17.

The HIRER shall at no time exceed the maximum capacities for which the PREMISES are licensed. These are as follows: 100 people.

18.

The HIRER shall notify the MANAGEMENT COMMITTEE within 48 hours of any accident causing injury to any person or to any property within the PREMISES and indemnify the DIRECTORS for the cost of repair of any damage done to any part of the property, including the surrounding area thereof, or the contents of the building, including property belonging to third parties, which may occur during the period of hiring or as a result of the hiring. All injuries to persons should be recorded in the Accident Book kept on the PREMISES. **This is located in the kitchen with the first aid kit, inside the upper cupboard in the right hand corner of the kitchen.**

19.

The HIRER shall be liable for charges as follows in the event of cancellation, unless cancellation is caused by a problem with the premises (e.g. no heating, burst pipe etc):

- More than 2 weeks notice – no charge
- Less than 2 weeks notice – 50% of the original hire charge will be payable
- Less than 24 hours notice – 100% of the original hire charge will be payable

20.

The HIRER shall be responsible for ensuring that the PREMISES are properly secured after the period of hire and if during any period when the PREMISES are unoccupied, unless directed otherwise. Specifically for ensuring that all doors - (internal and external) and windows are closed as appropriate, and the heating thermostat set to 17°C.

21.

The HIRER shall be responsible for leaving the PREMISES and surrounds in a clean and tidy condition and fit for use by the next hirer. If after your function the premises are found to be not in a clean and tidy state then additional costs for cleaning may be applicable at 1.5 times the usual rate.

Any contents temporarily removed from their usual positions should be properly replaced.

Specifically the hirer shall ensure that

- all the window curtains are open
- the folding chairs are repacked securely onto their trolleys
- all tables are returned to the cupboard
- all emergency exits clear of obstruction. Failure to comply with these conditions will render the HIRER liable to additional charges.

22.

The HIRER shall be responsible for the removal of ALL RUBBISH (including recycling materials and waste food created by the HIRER) from the PREMISES. **The village hall does not have space in their refuse bins to accommodate rubbish generated by the HIRER, this must be disposed of by the HIRER.** On no account may food of any description be left on the PREMISES.

**Failure to do so will result in a cleaning charge.**

**Please note that hirers are required to provide their own black sacks, dish cloths, washing up liquid and tea towels.**

23.

The HIRER shall ensure that no unauthorised heating appliances are used on the PREMISES.

24.

The HIRER shall ensure that the PREMISES are not used for public entertainment except between the hours of 0900 and midnight unless special permission has been issued by the Vale of White Horse District Council and by the MANAGEMENT COMMITTEE. The Hirer shall ensure that any noise from the PREMISES will not disturb neighbours and that persons arriving, leaving or using the PREMISES do not cause annoyance to neighbours.

25.

The HIRER shall not use or interfere with the property of other users of the PREMISES, whose equipment is rightly stored or installed on the PREMISES, without written agreement from the Club or Society concerned. This includes: stage lighting, scenery, sports equipment, pre-school play equipment and any crockery and cutlery belonging to individual Clubs and Societies.

Note: use of 'Bouncy Castles' and other tall apparatus is NOT permitted in the building. With prior approval of the MANAGEMENT COMMITTEE they can be used outside provided they are properly attended at ALL times and with appropriate insurance insurance to be obtained by the HIRER.

26.

All frequent hirers are required to renew their contracts annually for consideration at the AGM and must hold a current Public Liability Insurance, First Aid/er, Child Protection and Health and Safety policies, which must be submitted with the booking form for inspection.

27.

Casual users must hold their own Public Liability Insurance for the purposes of their booking the PREMISES.

## RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

28.

The MANAGEMENT COMMITTEE will make reasonable endeavours to ensure the PREMISES are in a clean and tidy condition prior to hiring, and that various facilities are in satisfactory working condition. HIRERS are however reminded that the PREMISES are maintained by largely voluntary effect and the MANAGEMENT COMMITTEE cannot be held liable should the PREMISES or facilities be in an unsatisfactory state.

29

The MANAGEMENT COMMITTEE reserve the right to cancel the Hirer's booking in the event of:

- a. the PREMISES being required for use as a Polling Station for Parliamentary Election or Local Government Election or By Election;
- b. the decision by the District Council that the hiring will lead to a breach of licensing conditions or would be illegal
- c. the PREMISES being required as an emergency shelter.
- d. the PREMISES being rendered unusable or unsafe,

In which case the HIRER is entitled to a refund of any monies paid, but the MANAGEMENT COMMITTEE shall not be liable to the HIRER for any direct or indirect loss.

30

The MANAGEMENT COMMITTEE shall not be liable to the Hirer for any loss or damage resulting from the PREMISES being rendered unfit for the use for which it had been hired.

31

The MANAGEMENT COMMITTEE accepts no responsibility for any stored equipment or other property brought onto or

left at the PREMISES. All equipment and other property (other than agreed stored equipment) must be removed at the end of each hiring.

32.

Police Officers, MANAGEMENT COMMITTEE Members, Fire Service, Environmental Health Inspectors and Trading Standards Officers shall have free access to all parts of the PREMISES during the hiring.

NOTES

33.

Any questions regarding the interpretation of the Conditions of Hire should be referred to the Chairperson of the MANAGEMENT COMMITTEE.