



Sutton Benger Village Hall and Recreation Ground

Registered Charity No. 305576

BOOKING FORM FOR HIRING THE VILLAGE HALL AND FACILITIES

THE COMMITTEE	THE HIRER
The Committee of Management of Sutton Benger Village Hall and Recreation Ground. Mr Michael Gingell, Booking Secretary and Authorised Representative of the Committee, will issue the key. It is to be collected from and returned to him in accordance with his instructions. Tel: 07828092095 Email: bookings@suttonbengerhall.co.uk Sutton Benger Village Hall Chestnut Road Sutton Benger Chippenham, Wilts SN15 4RP	Name Address Tel Email

The Parties:

In consideration of a hire fee, the Committee agrees to permit the Hirer to use the premises as set out below:

1. Purpose of Hire

2. Period of Hire

Date

Start Time

End Time

***** (Include the time you require for set up and tidying up after your event, charges commence from time of key collection)

3. Facilities Required

Whole Village Hall

Main Hall

Meeting Room

Recreation Ground and Changing Rooms

4. Deposit £

Payment of this deposit confirms the agreement and its refund may be withheld, in whole or in part, in the event of the hirer cancelling the booking. The deposit will normally be refunded within 28 days of the hire period, providing no damage or loss has occurred to the premises or contents, no complaints have been made to the committee about noise or other disturbance during the hire period as a result of the hire, and that the hall was left in good order.

For easier Deposit refund: **Account Number**

Sort Code

5. Hire Fee £

This fee is payable on or before conclusion of the hire period. **Payment can be made by BACS – Account Number 00007734 Sort Code 40-52-40 or by cheque payable to Sutton Benger Village Hall. Please reference the Hirer.**

6. Alcohol

The committee has a premises licence allowing it to authorise regulated entertainment and licensable activities. Do you wish alcohol to be on sale on the premises at your event?

No Yes If yes, you need to seek written permission separately from the Committee's authorised representative. That permission sets out the conditions on which authorisation is granted.

7. Standard Conditions.

It is hereby agreed that the Standard Conditions (Sections 8-19) of Hire for Sutton Benger Village Hall and Recreation Ground shall apply to this hire.

Signed on behalf of the Hirer

Signed on behalf of the Committee

Print Name

Print Name

Date

Date

If you have any feedback or comments regarding your hire please speak to the Booking Secretary

8. Standard Conditions of Hire

Supervision

- a. During the period of hire **the Hirer** shall be responsible for supervision of the premises, the fabric of the building and its contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises, including proper supervision of car parking arrangement so as to avoid obstruction of the highway. **The Hirer** or a nominated person shall be present throughout the hire.
- b. **The Hirer** shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. If using sound amplification equipment, **the Hirer** shall comply fully with any licensing or other condition placed upon the hire of the premises.

9. Use of Premises

- a. **The Hirer** shall use the premises only for the purpose described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way (including the law relating to gaming, betting and lotteries), nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- b. The premises are licensed for the sale of alcohol, but sale is allowed only with written permission from the Committee of Management ("the Committee") and upon payment of a charge. Alcohol is not to be sold to anyone under the age of 18.
- c. When the Hall and the Meeting Room are hired separately, **the Hirer** of the Hall shall have priority over the Hirer of the Meeting Room for the use of the kitchen facilities.

10. Public Safety Compliance

- a. **The Hirer** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly for any even where there is regulated entertainment, at which alcohol is sold or provided, or which is attended by children. All exits from the premises must be kept unlocked and free from obstruction at all times, and **the Hirer** shall check beforehand that exit signs are illuminated and there are no obvious fire hazards. In the event of fire, **the Hirer** shall evacuate the building, call the fire brigade, and inform a member of the Committee.
- b. **The Hirer** shall ensure that no highly flammable substances are brought into or used in any part of the premises, and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Committee. No decorations are to be put up near light fittings or heaters. The Hall is a No Smoking building.
- c. Numbers allowed in the hall at any one time are restricted to 85 cabaret/banqueting style (95 if stage is used for seating), 120 theatre style or 150 standing.
- d. **The Hirer** shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. There are two domestic refrigerators on the premises.
- e. **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.

11. Indemnity

- a. **The Hirer** shall indemnify the committee against the cost of repair of any damage done to any part of the premises, including the curtilage thereof, or to the contents of the premises; against all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by **the Hirer**, and against all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result or use of the premises by **the Hirer**.
- b. **The Hirer** shall report promptly to a member of the Committee all accidents involving personal injury and enter the incident in the Village Hall Accident Book.
- c. **The Hirer** is responsible for arranging any specific insurance to cover the Hirer's liability under paragraph 4.a. The Committee's insurance covers only claims arising out of its own negligence.

12. Drunk and Disorderly Behaviour and Use of Illegal Drugs

- a. To avoid disturbing neighbours and prevent violent or criminal behaviour, **the Hirer** shall ensure that there is no excessive consumption of alcohol. Disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to anyone suspected of being drunk, or to anyone suspected of being under the age of 18. Anyone suspected of being drunk, under the influence of drugs or behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

13. Animals

- a. **The Hirer** shall ensure that no animals except registered assistance dogs are brought onto the premises, other than for a special event agreed to by the committee. No animals whatsoever are to enter the kitchen.

14. Child Protection

- a. **The Hirer** shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989, and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight or vulnerable adults are taking part in activities. The Hirer shall provide the Committee with a copy of their Child Protection Policy on request.

15. No Alterations

- a. 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 prior written approval of the Committee Secretary.
- b. **The Hirer** shall remove promptly any such additions, and make good any damage so caused, to the satisfaction of the Committee.

16. End of Hire

- a. **The Hirer** is responsible for leaving the premises and surrounding area in a clean and tidy condition, with all the equipment properly replaced and lights turned off, doors properly locked and windows secure, otherwise the Committee shall be at liberty to make an additional charge.
- b. The Committee accepts no responsibility for any article brought on to or left at the premises, and all liability for loss or damage is hereby excluded. Any equipment or other property not removed at the end of the hiring may be charged at the hire fee for each day or part of a day until removed.
- c. The Committee may in its discretion dispose of any items not removed within 7 days after the hiring be sale or otherwise on such terms and conditions as it thinks fit and charge **the Hirer** any costs incurred in selling or otherwise disposing of the same.

17. Cancellations

- a. Refund of the deposit may be withheld, in whole or in part, if **the Hirer** cancels a booking prior to the event and the Committee is unable to find a replacement booking.
- b. The Committee reserves the right to cancel a booking by written notice to **the Hirer** if:
 - i. The premises are required for use as a polling station for a Parliamentary or Local Government election or by-election.
 - ii. The Committee considers that the hiring could breach licensing conditions or other legal requirements; or that unlawful or unsuitable activities may take place as a result of the hiring.
 - iii. The premises become unfit for the use intended by the Hirer.
 - iiii. There is an emergency requiring use of the premises as a shelter for victims of flooding, snowstorm, fire or similar disaster.
- c. In any such case **the Hirer** shall be entitled to a refund of any deposit already paid, but the committee shall not be liable to **the Hirer** for any resulting direct or indirect loss or damages whatsoever.

18. Emergency Plan for the Hirer

- a. As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event. Before the event or function, you should be aware of;
- What fire protection systems are present? How a fire will be detected? How people will be warned if there is a fire? What staff/volunteers should do if they discover a fire? How evacuation of the premises should be carried out? Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated. Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety. Arrangements for fighting fire. Limitation on numbers of people. Checking that all escape routes are clear of obstructions and combustibles.
- b. **Before the event or function you should decide:**
- The arrangements for fighting fire. The arrangements for means of escape for disabled persons. The duties and identity of staff who have specific responsibilities if there is a fire. The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, children etc. How you will proceed if life safety systems are out of order e.g. fire-detection and alarm systems, sprinklers or smoke control systems. Who will be responsible for calling the fire and rescue service and any other necessary services. Who will meet the fire and rescue services on their arrival and notifying them of any special risks e.g. the location of highly flammable materials; and your plans to deal with people once they have left the premises, especially children.
- c. **At the start of the event or function you should notify those present about:** The emergency warning signal. Location of exits and escape routes; • taking only valuables immediately to hand but not to go to collect belongings. The location of muster points; and what will happen after that (e.g. re-entry in to the building). During the event or function you should ensure that: Escape routes and exits do not become blocked. The no smoking policy is adhered to. No naked flames are started (unless authorised e.g. candles). Where naked flames are present that combustible material is kept clear. Rooms do not become overcrowded. Noise levels do not drown out the fire alarm; and if necessary, the number of persons in the premises is limited or controlled.

19. No Rights

- a. The Hiring Agreement constitutes permission only to use the premises. It confers no tenancy or other rights of occupation on **the Hirer**.