

HOYLANDSWAINE VILLAGE HALL BOOKING FORM

Our Village Hall is here for the benefit of all who live in or around Hoylandswaine.

It has been made possible by the generous support of our funders and many hours of unpaid work by volunteers.

**PLEASE HELP US TO KEEP THE HALL
IN GOOD CONDITION FOR ALL USERS
BY READING THIS FORM CAREFULLY
AND FOLLOWING OUR BOOKING CONDITIONS**

Once your booking has been agreed provisionally, please return your completed booking form within three days to:

Lily Cole
Apartment 4, Ivy Bank House
Ivy Bank Close
Ingbirchworth
Sheffield S36 7GT
Tel: 07557 736834

Please pay the **booking fee** by BACS to:

Sort Code **51-61-35**

Account **75184419**

referencing the payment with your **surname** and the **date of your booking** in the hall.

Alternatively, you can send a cheque payable to **Hoylandswaine Village Hall Ltd** with your booking form.

Please note: your booking will be confirmed only after a completed booking form and full payment have been received.

HIRE CHECKLIST

PLEASE REFER TO THIS BEFORE, DURING AND AFTER YOUR EVENT

IT IS A CONDITION OF HIRE THAT YOU AGREE TO THE FOLLOWING:

- **Unlock both outside doors on arrival**, regardless of which room you have hired.
- **Breakages, damage or other problems** must be reported immediately. If you find damage on arrival, check the damage report form in the kitchen; if it is not noted, please do so and report to the Booking Secretary. **We reserve the right to charge for damage and breakages.** If anything else is below standard on arrival, please inform the Booking Secretary.
- **Children** are not allowed in the kitchen unsupervised.
- With the exception of guide dogs, **animals** are not allowed in the Village Hall at all without prior permission of the Village Hall Committee. No animals whatsoever are allowed in the kitchen.
- **Smoking** is not permitted anywhere in the Hall. If you smoke outside, please dispose of matches and cigarette ends carefully and considerately.
- Don't use **glitter or confetti** in the hall, as these can be difficult to remove.
- Use the proper tool and follow the instructions for **folding up tables** (details on the underside of tables, or see the video on our Facebook page).
- **Equipment brought in for a one-off hire** should be removed by the end of the hire period (unless arranged in advance with the Booking Secretary), otherwise extra charges may occur. Equipment belonging to regular users may be stored in the Hall only if agreed by the Village Hall Committee.
- **You must leave the room clean and tidy** at the end of your hire. This means:
 - cleaning table tops
 - putting chairs back in the storeroom and tables back behind the screens
 - sweeping floors
 - washing and putting away any pots you have used
 - leaving the kitchen clean and tidy
 - hanging tea towels to dry
 - unplugging all appliances
 - clearing away any rubbish, including emptying bins in the toilets and kitchen.
The Hall's rubbish bin stands outside the rear fire exit.
- **On exit**, please close all windows, ensure all internal fire doors are closed, turn off the lights and make sure that both outside doors are locked.
- Return the **keys** as arranged.

GENERAL CONDITIONS OF HIRE

- **Booking.** The Hirer must be aged 18 or over. The Hirer shall complete a booking form and return it to the Booking Secretary.
- **Cancellation.** The Hirer must give at least two weeks' notice of cancellation otherwise the Village Hall Management Committee reserve the right to charge the full hiring fee. The Village Hall Management Committee reserve the right to cancel if (a) the premises are required for use as a Polling Station or (b) the Village Hall Management Committee reasonably consider that the hiring shall lead to a breach of the law.
- **Supervision.** The Hirer shall, during the period of hiring, be responsible for the supervision for the rooms hired, protection of fabric and contents, safety from damage, however slight, or changes of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of the car parking to avoid obstruction of the highway and approach lane.
- **Licences.** The Hirer shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Village Hall.
- **Indemnity.** The Hirer shall indemnify and keep indemnified each member of the Village Hall Management Committee and the Village Hall's employees, agents and invitees against (a) the cost of repair of any damage to any part of the premises including curtilage thereof or the contents of the premises and (b) claims in respect of injury or loss of property or injury to persons arising as result of the use of the premises (including the storage of equipment) by the Hirer. The Village Hall Management Committee shall have no liability for any equipment or property brought in by the Hirer, The Village Hall Management Committee shall have no liability for any damage, loss or injury arising out of the presence of said equipment. The Hirer is advised to take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against any claims arising as a result of the hire. (The Village Hall is insured against any claims arising out of its own negligence.)
- **Village Hall Equipment.** The Hall may be able to offer its sound system and stage for a Hirer's use but an extra charge will be made. The Hall reserves the right not to make these available for hire.
- **Suitability.** The Hirer shall ensure that the Hall is suitable and safe for the activities to be carried out therein.
- **Public Safety Compliance.** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Licensing Justices or otherwise, particularly with any event which includes public dancing or music or similar public entertainment.
- **Use of Premises.** The Hire shall not sub-let or use the premises for any unlawful purposes or in any unlawful way not do anything, nor bring anything which may endanger the premises, their users or any insurance policies relating thereto nor allow the consumption of alcohol thereon without permission.
- **Health and Hygiene.** The Hirer shall observe all relevant food health and hygiene legislation and regulations.
- **Electrical Equipment.** The Hirer shall ensure that any electrical appliances brought into the premises and used there shall be safe and in good working order and used in a safe manner.
- **Fire Regulations.** If the Hirer has hired the main hall then the Hirer **MUST ensure that BOTH outside doors are unlocked and remain so for the duration of the hire.** If the Hirer has hired the meeting room only then the rear door only needs to be unlocked.
- **Security.** On exit the Hirer shall ensure that all windows are closed, all fire doors are closed and that both outside doors are locked.
- **GDPR.** The Village Hall's General Data Protection Regulations statement is on display on the notice board in the entrance vestibule. This statement explains our policy for storing and securing personal data that we may hold for any users of the village hall. Please make yourself aware of this statement.

FIRE RISK ASSESSMENT

EMERGENCY PLAN FOR THE HIRER

Regulatory Reform (Fire Safety) Order 2005

The Village Hall Management Committee has a legal duty to inform you, as the responsible person for the event/function during the hire of the Village Hall, that you have legal duties with regard 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 (*smoke detectors in the kitchen store room, meeting room, automatic closure of servery screen*)
- Where the fire alarm break glass points are (*one in the front lobby, one in the main hall and one in the rear lobby*)
- Where the fire exits are (*signed with the green running figure*)
- Where the assembly point is (*the fenced-off children's play area*)
- How to call the fire brigade (*probably your own mobile; otherwise try the Cricket Club next door or the Rose and Crown pub on Barnsley Road if open*)
- Limitation on numbers (*maximum 100 unseated or 80 seated in main hall, 30 unseated or 20 seated in small meeting room*)

Before the event or function, you must decide:

- Arrangements for means of escape for disabled persons, children and others
- How you will proceed if the fire alarm or detectors failed
- Who will be responsible for calling the fire brigade
- Your plans to deal with people once they have left the premises
- Arrangements for fighting the fire (*use the extinguishers only if you feel competent, otherwise simply vacate the building*)

During the event or function, you should ensure that:

- Both outside doors are kept unlocked at all times when the building is occupied, regardless of which room you have hired - these are fire exits
- Escape routes and exits do not become blocked
- The no smoking policy is adhered to
- No naked flames except for candles (which must not be left unattended and combustible material must be kept away)
- Rooms do not become overcrowded and the limit on persons on the premises is not exceeded.

YOUR GUESTS' SAFETY IS YOUR RESPONSIBILITY

HOYLANDSWAINE VILLAGE HALL

A COMPANY REGISTERED IN ENGLAND AND WALES No 06044867. REGISTERED CHARITY No 1118567

BOOKING FORM

One-off Events

I would like to book the hall for the following event:

Children's party - £50 for 4 hours

Adults' party - £110 for 6 hours

Other Events (Christening/Funeral Teas, Fund Raisers, etc) - £20 per hour

NB: Any additional time over the hours allowed for events will be charged at the hourly rate

Regular Activities

I would like to book the following room(s) for a regular activity:

Main Hall - £12 per hour

Meeting Room - £8 per hour

Main Hall & Meeting Room - £20 per hour

Activity:

Day/time of week:

On/From the following date:

To ensure that the Hall is left as you found it, please include enough time before and after your activity or event to set up and clean up afterwards as indicated on the Hire Checklist.

Between the hours of:

and

Name:

Address:

Postcode:

Email Address:

Telephone No:

I confirm that:

I have read and agree to follow the Hire Checklist (please tick)

I have read and accept the General Conditions of Hire (please tick)

I have read, understood and accept the Fire Risk Assessment (please tick)

Signed:

Date:

Thank you for using Hoylandswaine Village Hall

Hoylandswaine Village Hall acknowledges the support of

