

Liverton Village Hall Booking Form

Upon signing this form it is understood that you have read and agreed to the booking terms and conditions (set out in this document, below). The named hirer must be aged 18 years or older.

I wish to book Liverton Village Hall for:

Date	Time from	Time to	Purpose

Booking Duration **Must Include Set-Up/Clear-Up Time**

Name & Title	Address & Postcode.
Tel. No: Email:	

All details including Contact tel. no. and email address **must be provided**

Named ' Responsible Person ' (see attached conditions of hire); must be 18 years or older	Name	Age

I have read and agreed to the booking conditions contained below; I am over 18 years of age and understand that this is a legally binding agreement,

Signed: Date:

Return page 1 of this form **with full payment or 50% deposit** (see Condition 17) to: 1 Haymans Cottages, Liverton, **TQ12 6HR**. Retain remaining pages (Hire Conditions) for your records.

Amount Paid: £..... **Payment Method** (**delete as appropriate*):

*Bank-Transfer (*this is preferred*) / Cheque / Cash

Bank Account: 'Liverton Village Hall'; *Sort Code* 30-96-06; *Account* 01194217

Liverton Village Hall Conditions of Hire

The acceptance of these conditions constitutes a legal agreement of hire

General

1. The Hirer shall be aged 18 years or older.
2. The Hirer shall, during the period of hire, be responsible for the supervision of the premises and its contents.
3. The Hirer shall, during the period of hire, be responsible for the behaviour of all persons using the premises, whatever their capacity, and undertake the proper supervision of the car park.
4. The Hirer shall not sub-let the premises nor use them for any unlawful purpose or in any unlawful way.
5. Sand, glitter, paint or water (unless for consumption) are not to be used inside the hall except with the express permission of the Hall Committee or Bookings clerk.
6. There is to be no writing, mark making or painting on the fabric of the building or the sheds, both inside and out.
7. At the end of the hire the Hirer will be responsible for ensuring that all doors and windows are closed and locked, that any contents temporarily removed from their usual position are properly replaced, that the premises and grounds are left in a clean and tidy condition, and that all lights and taps are turned off.
8. Functions held on a Saturday night MUST finish by 11.45pm and those held on any other night by midnight at the latest. The Hirer must ensure that those using the hall during their hire give due consideration to the effect that excessive noise late at night will have on nearby residents.
9. If the Hirer has misrepresented in any way to the Village Hall Management Committee the purpose of the hiring, then the booking may (at the discretion of the Management Committee or Booking Clerk) be voided and subsequently an administration fee of *at least* £12 (and up to the full amount of the deposit) will be deducted from any hire fees/deposit paid for that booking before the balance is returned.

10. Each of the 4 night storage heaters in the main hall has 2 switches: the *main on/off* switch and the *booster heating* switch. **Hirers are not permitted to switch night-storage heaters on or off at their main switches, nor to adjust the settings on the night-storage heaters** – the Management Committee adjust the settings throughout the year in order to ensure a comfortable temperature is maintained bearing in mind the needs of all hall users. If the Hall is considered too cold, the **booster heating** is activated by clearly-marked switches beside each heater (as long as there is sufficient credit in the coin meter); if the hirer feels that the Hall is overly warm or stuffy then it is acceptable to open windows/doors as necessary, but these must all be securely shut at the end of the hire period. Turning the night-storage heaters off at their *main switches* will have no effect on the heater output, but will mean that they do not charge up overnight and the following day the Hall will be cold for other users.

Fire Safety & Risk Assessment

11 To fulfil Fire Safety requirements all hirers of the Village Hall must nominate a 'Responsible Person' who must, as far as reasonably practical, make sure that everyone on the premises, or nearby, can escape safely if there is a fire. They must set, and adhere to, a maximum attendance figure. **Fire Regulations set a maximum hall capacity of 120 persons.** Particular attention should be paid to people who may have a disability or need special help. The 'responsible person' should be 18 years or older.

12. The procedures to be adopted in the event of a fire are detailed on the notice board in the entrance lobby of the Hall, and should be adopted by the Responsible Person immediately upon his/her becoming aware of a fire.

13. The whole of Liverton Village Hall premises, both internal and external, is a no-smoking area and the hirer is responsible for ensuring that the smoking ban is adhered to by all other Hall users during the period of hire.

14. The Responsible Person must conduct an appropriate Risk Assessment for any activities to be undertaken during the hire period and act accordingly to ensure effective management of any risks identified.

Hire Charges, Deposits and Payment

15. The Hall is hired out in *whole hour increments* (part-hour hire is not allowed); the minimum hire period shall be a continuous 2 hours. All hall set-

up and clear-up time associated with the booking is to be included in the hire duration.

16. In order to secure a booking the hirer must return the booking form and pay either a deposit of 50% of the hire fee, or the full hire fee in advance (the booking will not be secured if it is not deemed for an acceptable/lawful purpose – in such a case any money submitted will be returned).

17. Unless otherwise agreed (e.g., regarding recurring activities), the Hall shall be hired at the following rate:

- **£12** per hour ***if only the 50% deposit is paid at time of booking*** (with the balance to be paid on/before the date of hire);
- **£10** per hour ***if full payment is made at the time of booking.***

18. At the discretion of the Management Committee or Bookings Clerk, full payment in advance for *any* hire may be requested – this will be determined once a booking enquiry is received.

19. **Electricity:** lighting in Entrance Lobby & Rear Room (where electric meters are) and background night-storage heating is included in the hire fee. All other electricity, including sockets, lighting, hot water, kitchen equipment, booster hall heating is paid for by coin-operated meters (£1 and £2 coins).

20. The ***preferred*** method for payment of deposits/hire fees is direct bank transfer: Account Name 'Liverton Village Hall'; Lloyds Bank, Bovey Tracey Branch; Sort Code 30-96-06; Account 01194217 – although cash or cheque (made payable to 'Liverton Village Hall') are acceptable. Be sure to indicate your method of payment on the Booking Form, and include cash/cheque as appropriate if not making a direct bank transfer.

Cancellation and Amendment Policy

21. In the event that a booking is **cancelled within 30 days of the hire**, 50% of the full hire fee will be forfeit (to cover lost booking opportunity and administration); any *Damage and Breakage Deposit* that has been paid (see below) will be returned in full.

22. In the event that a booking is **cancelled more than 30 days before the hire**, the deposit will not be forfeit; any *Damage and Breakage Deposit* that has been paid (see below) will be returned in full.

23. **Amendments of bookings:** in the event that a hirer decides that they do not require the Hall for the full length of the original booking, the duration of the original booking will stand and the hirer will be charged the full original hire fee (so as to avoid loss to the Hall from 'lost opportunity' costs); requests to amend a booking to a shorter duration made greater than 30 days before the hire period may be accepted without penalty at the discretion of the Booking Clerk/Management Committee; if a request for amending an accepted booking *to make it longer* is accepted, the final hire fee balance will reflect the longer duration of the booking (and a larger booking deposit may be requested).

24. Any unauthorised **over-run** in hall use beyond the time booked (whether before or after the booking slot) will be charged at £12/hour (part-hours will be charged as a full hour). Hirers are requested to include this in the balance of payment for the hire, to be paid on the day of hire. Over-runs are not encouraged and are expressly forbidden if this conflicts with a booking made by another hall user or if they occur after 11pm.

Damage and Cleaning

25. All damages and breakages must be paid for.

26. If the Hall Management Committee or Bookings Clerk deem it provident then a *Damage and Breakages Deposit* will be taken before the booking is accepted, to be returned in full in the event that no breakage or damage is sustained during the hire; in the event that breakages or damage is sustained during the hire then an appropriate deduction will be made from the *Damages and Breakages Deposit*; if this deposit does not cover any breakages or damage - or if no such deposit was taken - an appropriate charge will be added to the final invoice for the hire.

27. At the end of the hiring the Hirer is responsible for ensuring that all waste is put into the correct bins and recycling boxes. If there is any excess waste (i.e., beyond which will fit into the appropriate bins/recycling boxes), this should be taken away and disposed of by the hirer/Responsible Person. Any excess waste that is left will be subject to a charge of £10.00 per bag to cover the cost of disposal.

Alcohol

28. The sale of alcohol is not permitted unless a licence is obtained. Please

advise us if you wish to sell alcohol. The hirer must not apply for a licence unless this is agreed with the Booking Clerk. If agreed, the hirer is responsible for obtaining any licence from Teignbridge District Council. The Booking Clerk must be told the name of the person who will be holding any licence for an event at the Hall.

29. The Hirer shall be responsible for abiding by the conditions of any licence that may be needed for the consumption of alcohol, and for observing all regulations appertaining to the premises as stipulated by the Fire Authority, the Magistrates Court or otherwise.

Storage

30. The committee wish to make recurring activity hirers aware that there are no storage facilities available within the premises and grounds of the hall, other than expressly agreed in writing by the Management Committee or Booking Clerk; this should be noted when considering Liverton Village Hall as a venue.

31. Any property belonging to hirers must be removed from the Hall when requested. An appropriate charge will be levied for clearance of hirers' property if it is not removed (after reasonable notice) when requested.

32. The Hall Management Committee reserves the right to interpret and vary bookings conditions and policy to reflect what they consider to be the best interests of the Hall and the prioritisation of it's purposes.

Emergency Access to Hall

33. In the event that you are unable to access the hall using the method you will be informed of once your booking is accepted, then please telephone either the keyholder (07814 684392) or the bookings clerk (07971 273677). Please make a note of these numbers (they are also set out on the Hall website and the noticeboard on the bus shelter outside the Hall).

Upon signing this form it is understood that you have read and agreed to the booking terms and conditions.

Registered Charity no: 300871