

## Liverton Village Hall Booking Form (updated 10<sup>th</sup> Sept 2020)

Upon signing this form it is understood that you have read and agreed to the booking terms and conditions, including **Supplementary COVID-19 Conditions, (set out in this document). If you hold classes/sessions in multiple venues you must inform us when booking: the number of these venues, and precautions taken to minimise the risk of transmission of Covid-19 between venues.**

Date	Time from	Time to	Purpose

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

Name & Title	Address & Postcode
<b>Tel. No:</b> <b>Email:</b>	

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

Named ' <b>Responsible Person</b> ' (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 confirmation that a bank transfer has been made (see Hire Conditions 16-17, attached) to: Farlacombe Farm, Bickington, Newton Abbot, **TQ12 6PD**. Retain the 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* £10 will be deducted from any hire fees 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 the interior of Liverton Village Hall premises 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. Any cigarette butts from smoking outside must be collected and disposed of properly.

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 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 pack-up time associated with the booking is to be included in the hire duration (see below for Covid cleaning times)**

16. In order to secure a booking the hirer must return the booking form, any other information requested, and pay 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 regular group bookings, where discounts may be available), the Hall shall be hired at the rate of **£10** per hour with **full payment made at the time of booking**.

18. **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 (taking £1 and £2 coins), located in the rear room.

19. 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. Bookings will not be deemed to have been accepted until any cheques used for payment of hire and/or deposit have been cleared.

## Cancellation and Amendment Policy

20. 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.

21. In the event that a booking is **cancelled more than 30 days before the hire**, full payment will be reimbursed; any *Damage and Breakage Deposit* that has been paid (see below) will also be returned in full.

22. **Amendments of bookings:** in the event that a hirer decides *within 30 days of the hire period* 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* will be accepted without penalty and a refund made (subject to minimum hire conditions); 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.

23. 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). *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**

24. All damages and breakages (including accidental breakages and damage) must be paid for, unless waived by the Booking Clerk/Hall Management Committee.

25. **Damage and Clear-Up Deposit:** Private Hires of the hall (e.g., for young Children's birthday parties) will require the payment of a **£30 'Damage and Clear-Up' deposit** at the time of booking. This will work in the following way:

- £30 for the deposit will be added to the hire fee and paid at the time of booking (a separate deposit cheque is acceptable);
- at the end of the hire period the hirer will be expected to leave the hall in a clean and tidy state for the following hirer;
- a **check-list** is supplied that hirers will be expected to work through in order to ensure that the hall is left in a satisfactory state at the end of the hire (**hall hire duration must include tidy-up and clean-up time**). The Check-list:
  - a) take away any items that have been brought for the event;
  - b) ensure the fire exit route from the kitchen along the back passage to the exterior fire exit doors has been left clear of obstructions and that the external fire-doors are properly closed (pull them both closed at the same time and then lift up the cross-bar on the inside of each door);
  - c) bag-up and take away any rubbish that has been generated at the event (if there is room in the black outside bin it is acceptable to put

*one* bag of rubbish in it – though **not if this means the bin lid will not close flat normally**);

- d) clean and put any *appropriate* items in the *correct* recycling containers outside the kitchen, **as long as there is room** – otherwise such items must be taken away for recycling (*do not* put recyclable materials in the large black waste bin);
  - e) clean any surfaces that have been used (including tables, chairs, and all surfaces in the kitchen);
  - f) clean and dry any crockery, cutlery, glasses and other kitchen items that have been used – and put them away in the place where they were found;
  - g) if the dish-washing machine has been used ensure that it has been properly emptied (of dirty water as well as items), and that the filter and grills inside have been properly removed and washed (instructions are on the side of the machine) – **if you are not willing to do this then please do not use the dish-washing machine!**;
  - h) check for any spillages of liquids in the hall and mop up using the mop and bucket in the rear room of the hall;
  - i) if you have left the floor dirty then mop/sweep/h Hoover as appropriate according to how dirty it is (all cleaning fluids are contained in the under-sink plastic box beside the dish-washing machine; the mop and bucket, floor-sweeper and dust-pan and brushes are in the back room of the hall, the Hoover is in the cupboard in the ladies toilet – lift up the latch, no key required);
  - j) ensure all windows have been closed;
  - k) ensure that all electric appliances in the kitchen are turned off, especially the cooker and the hot-water urn;
  - l) ensure water-heater in the back passage by the meters is turned off;
  - m) ensure that all ‘booster-heating’ switches on the wall heaters in the main hall that you may have used have been turned off;
  - n) flush any toilets that have been used and not flushed;
  - o) turn off all lights, including those in the disabled toilet before you leave (ladies and gents toilet lights are on a timer and will go off after you leave);
  - p) lock all doors to the hall properly;
  - q) return keys to the safe place where they were collected.
- upon entering the hall at the start of the hire it is recommended that hirers check the condition of the hall and take photographs of any items/issues of concern that they feel they might mistakenly be charged for at the end of

their hire. Notify the hall committee of any such issues as soon as possible using the form at the bottom of the website page on this link:

<https://www.livertonvillagehall.co.uk/regular-users/>. Serious issues can be reported to the Booking Clerk using the telephone number that is supplied when a booking is accepted.

- Damage and breakages (including accidental damage) can also be reported using the above website form/telephone no.
- The Hall will be checked over at the end of your hire – or soon afterwards – by a member of the Hall Management Committee and the deposit returned if no significant issues remain outstanding; full or partial loss of deposit may occur as a result of damage to the facilities and/or additional cleaning that is required (we have a cleaner come into the hall regularly, but do not expect her to have to clean up mess left by private hires);
- If this deposit does not cover any breakages, damage or excess cleaning – or if no such deposit was taken – an appropriate charge will be added to a final invoice for the hire.

26. 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**

27. 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 an alcohol 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.

28. 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**

29. 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 Booking Clerk; this should be noted when considering Liverton Village Hall as a venue.

30. 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.

31. 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**

32. 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 Vice Chairman of the hall (07780 675489). 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).

### **Liverton Village Hall SPECIAL CONDITIONS OF HIRE during COVID-19**

**Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire - where there is a conflict with the General Conditions of Hire the Covid-19 Conditions have priority**

**SC1:** You, the hirer, will be responsible for ensuring that those attending your activity or event comply with COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the posters which are displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

**SC2:** You undertake to comply with the actions identified in the hall's Risk Assessment, of which you will be provided a copy.

**SC3:** You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of

surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in the rear storage room) or your own ordinary domestic products. You will be required to clean again on leaving. Cleaning equipment such as floor-sweeper/mops will be kept in the rear storage room – please wipe down handles after use.

Please take care cleaning electrical equipment. Use cloths - do not spray!

*Up to 30 minutes free time (i.e., without hire charge) is allowed before and after booked times to allow for this and there will be a 1 Hour minimum break between accepted bookings - **this should not be abused to gain extra free hire time: it should be used for cleaning/sanitising. This will be monitored***

**SC4:** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

**SC5:** You will keep the premises ventilated throughout your hire, with windows and doors open as far as convenient while maintaining a comfortable temperature (fire doors should NOT be fixed open). You will be responsible for ensuring all windows and doors are securely closed on leaving.

**SC6:** You will ensure that no more than **30 people** attend the hall for your activity/event, in order that social distancing can be maintained and that **no one should visit the hall or socialise in a group of greater than 6 at the hall**. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible observes social distancing of 1m plus mitigation measures (e.g., face coverings, regular hand-washing or ventilation) when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time (no more than 1 in the Disabled Toilet).

**SC7:** You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including *for example* keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8:** You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households, or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

**SC9:** You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required (people are not obliged to provide details).

**SC10:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and disposable cleaning cloths, in the large black rubbish bin outside the kitchen door (see also main Terms of Hire for *excess rubbish*).

**SC11:** You will consider encouraging users to bring their own drinks and food if eating/drinking is to be included in your hire; you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

**SC12:** We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**SC13:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, if they are unable to leave immediately, with assistance if required, you should remove them to the designated safe area which is in the rear storage room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand-washing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall Chairman on 07814 684392 at the earliest opportunity.

**SC14:** For events where *more than the limit of 30 people might turn up at the Hall* – with a consequent threat to social distancing – you will take steps to assure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place. For example, by operating a booking system or providing attendants or stewards who will monitor and control the situation.

**SC15:** In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC16:** Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. As far as is practical you will avoid using equipment that is difficult to clean. If appropriate, members of groups attending the hall should be asked to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and before storing if it has been agreed that it may be stored on Hall premises. Soft Play equipment stored in the rear storage room **must not be used** except by the owners/with their consent.

**SC17:** You (the potential hirer) are responsible for deciding if your event can take place in a Covid-Secure way at the Hall; **hirers and potential hirers are responsible for staying up to date with and complying with general Government Covid-19 Guidance - especially with regard to Social Distancing and use of Face Coverings - and also Government Guidance concerning their intended activities; hirers are responsible for conducting their own Risk Assessments for activities that might take place during their hire** (we do not need to see hirers' Risk Assessments, and cannot be expected to assess them). If you judge that the Hall is not suitable for you to be able to operate in a Covid-Secure way then please do not make the booking.

**SC18:** Instructors/hirers running events in several venues need to take particular care to avoid the risk of transmission of Covid-19 from one venue to another – details of these precautions and the number of other venues used must be provided on the Booking Form.

**SC19:** When collecting and returning the keys to the hall from their secure location you will use the hand sanitiser provided at that location (hirers may want to consider bringing their own gloves for holding keys).

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

**You will be responsible for checking on our website regularly (e.g., when Government Coronavirus Guidance changes) to see if these conditions have changed significantly:**

**[www.livertonvillagehall.co.uk](http://www.livertonvillagehall.co.uk).**

**Registered Charity no: 300871**