

Liverton Village Hall Booking Form (updated 21st August 2023)

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

Date	Time from	Time to	Purpose

Booking Duration Must Include Set-Up/Pack-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 completed and signed with full payment – or confirmation that a bank transfer has been made (see Hire Conditions 16-17, attached) to: **Moir Aylett, Apple Cottage, Liverton TQ12 6HN** or scan and email to **livertonvhbookings@gmail.com**. 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. The hirer shall provide their own tea-towels for use in the kitchen and remove them at the end of the hire.
6. 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.
7. There is to be no writing, mark making or painting on the fabric of the building or the sheds, both inside and out.
8. 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. ALL RUBBISH GENERATED FROM YOUR HIRE MUST BE TAKEN AWAY AT THE END OF YOUR HIRE.**
9. Functions held on a Saturday night **MUST finish** by 11.45pm and those held on any other night by 11pm 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.
10. 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 £15 will be deducted from any hire fees paid for that booking before the balance is returned.

11. 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

12. 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.

13. 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.

14. The whole of the 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.

15. 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. The Risk Assessment must also take into account any *coronavirus/covid-19* government regulations and/or guidance in place at the time of booking and/or the hire event.

Hire Charges and Payment

16. 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.**

17. 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).

18. Unless otherwise agreed (e.g., regular group bookings, where discounts may be available), the Hall shall be hired at the rate of **£12** per hour with **full payment made at the time of booking**.

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

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.** 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

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**, full payment will be reimbursed; any *Damage and Breakage Deposit* that has been paid (see below) will also be returned in full.

23. **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.

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

26. **Damage and Clear-Up Deposit:** Private Hires of the hall (i.e., not regular classes/hires) will require the payment of a minimum of **£30 'Damage and Clear-Up' deposit at the time of booking.** This will work in the following way:

- 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;**
- Hirers will be expected to work through the following check-list 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**).
 - 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;**
 - d) clean any surfaces that have been used (including tables, chairs, and all surfaces in the kitchen);
 - e) 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;

- f) 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;**
 - g) check for any spillages of liquids in the hall and mop up using the mop and bucket in the rear room of the hall;
 - h) if you have left the floor dirty then mop/sweep 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);
 - i) ensure all windows have been closed;
 - j) ensure that all electric appliances in the kitchen are turned off, especially the cooker and the hot-water urn;
 - k) ensure water-heater in the back passage by the meters is turned off;
 - l) ensure that all 'booster-heating' switches on the wall heaters in the main hall that you may have used have been turned off;
 - m) flush any toilets that have been used and not flushed;
 - n) 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);
 - o) lock all doors to the hall properly;
 - p) 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. Serious issues can be reported to the Booking Clerk.
 - Damage and breakages (including accidental damage) can also be reported to the Booking Clerk.
 - **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;

- 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.

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.

Bouncy Castle

29. If you wish to place a bouncy castle in the hall please note the hall ceiling is low with beams, integral projector and strip lights. The only type of bouncy castle that may be accommodated is the pre-school/toddler variety with roof. Hirers are reminded that all activities are carried out at their own risk with appropriate insurance and risk assessment. See note 15.

Pizza Oven

30. There is a pizza oven/barbeque outside the kitchen. This may only be used with prior permission from the Booking Clerk, having completed a risk assessment, signed a disclaimer statement, arranged the appropriate insurance and following the hall's instructions for safe use.

Storage

31. 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.

32. 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.

33. 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 its purposes.

Emergency Access to Hall

34. 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 contact the keyholder on 07947 834356.

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 any Government Coronavirus Guidance in place at time of booking/hire event.

Registered Charity no: 300871