

Thurgarton Village Hall

Booking Form & Hire Agreement



BLEASBY ROAD
THURGARTON
NG14 7FW
villagehall.thurgarton@gmail.com

Table of hire charges

Nature of Hire	Charge	Comments
Main Hall & Kitchen Hire	£10 per hour Monday - Thursday £12 per hour Friday - Sunday	Residents reduction of £1 per hour
Party Hire (Weekend Only) from 10:45-2:45pm and 2:45-6:45pm	£50 per half day	
Wedding Hire (Midday Friday to Midday Sunday)	£500	£450 (residents reduction)
Deposit (see Conditions of Let for when Deposit is required and when it is refundable)	£50	
Car Parking without an Event		By negotiation with Bookings Secretary
What's included in the price..		
13 large tables 30"x72" to seat 8		
17 small tables 24"x36" to seat 4		
Upholstered stackable chairs (the hall has a licence for 100 people)		
Cosy alcove with floor rug, sofa, comfy chairs and coffee table		
Baby changing table in disabled wc		
Large fridge, double oven and hob, microwave		
Small urn and 2 kettles		
Crockery, cutlery and glasses for 100 people		
Jugs, teapots, sugar bowls, trays etc		
Bunting, fairy lights and disco ball all installed and ready to use for a party		
Clothes hanging rack		
Cleaning equipment and materials, tea towels and bin bags		

If you want to hire the hall, fill in the form below and follow the instructions for submitting this whole document to the Bookings Secretary

Hirer & Event Details

Name and Address of Hirer:	
Email address: (preferred contact method)	
Telephone number:	
Date Required:	
Times required: (to-from)	
Nature of event:	
Approximate no. of people attending	
Alcohol licence or Time extension? (Y/N) See section 6 of Lettings Agreement below.	
Additional requirements to be negotiated Stage @ no charge NB: only village hall committee members may assemble/dismantle the stage PA system/smoke machine/bubble machine @ £30 each NB: only village hall committee members may set up and return PA equipment Cleaning@ £40 NB only if you are not completing the cleaning yourself Other (please specify exactly)	

Thurgarton Village Hall

Agreement between the Hirer and Thurgarton Village Hall

- I agree to hire Thurgarton Village Hall and / or contents & equipment within subject to the Conditions of Let which I have read.
- I agree to read and abide by any safety information or issues covering the use of the Village Hall.
- I agree to forfeit all or part of the Deposit if the Conditions of Let are not adequately complied with to the satisfaction of the Bookings Secretary.
- I hereby include the appropriate Deposit and Payment and note that the agreement is not valid unless the Hirer's name typed in and form emailed back from email address of the Hirer.
- I accept that Thurgarton Parish Council, Thurgarton Community Association and their officers and representatives accept no liability for items or equipment left in the Hall

Hirer or authorised responsible person if the Hirer is an organisation	On behalf of Thurgarton Community Association Committee
Signed:	The Booking Secretary, TCA
Date:	

What to do Now

- 1 **The form** : e mail BOTH PAGES to the Bookings Secretary at villagehall.thurgarton@gmail.com . Then set up a bank transfer for the full amount payable for the event and post a cheque for any required Deposit (so it can be refunded subject to the Conditions of Let)
- 2 **The bank transfer** : Nat West - Account number 36103659 sort code 60-20-15 and reference the date of event and initials of Hirer/payer. You will be emailed with confirmation of payment.
- 3 **The deposit cheque** : post to The Treasurer, TCA, Thurgarton Village Hall, Bleasby Road, Thurgarton NG14 7FW. Put the date of event and the name of the Hirer/payer on the back of the cheque. Following the event, your cheque will be destroyed if you have fulfilled the Conditions of Let.

This agreement does not take effect until the return of this completed form and payment of appropriate fees.

By signing and returning this form you agree to the Terms & Conditions of Let.

Please note carefully the cleaning requirements and reasons for non return of any deposit.

Before you leave and to ensure the return of your deposit

- **Vacuum all floors and mop the kitchen floor**
- **Wipe worktops and sink**
- **Clean oven and fridge (if used)**
- **Turn off all lights and fans**
- **Shut and lock all windows and doors**
- **Turn off and empty kettles and urn (if used)**
- **Take away all rubbish from the premises**

Thurgarton Village Hall

Lettings Policy: Standard Conditions of Hire

If the Hirer (an individual or the authorised representative if the Hirer is an organisation) is in any doubts about the meaning of the following, the Bookings Secretary should be consulted.

1. **Smoking:** Thurgarton Village Hall has a **NO SMOKING POLICY**. Smoking is not permitted in any part of the building.
2. **Supervision:** Hirer must be over 18 years old and during the period of hire will be responsible for the supervision of the premises, fabric and contents, their care, safety from damage and behaviour of all persons using the premises whatever their capacity including supervision of car parking.
3. **Use of Premises:** The Hirer shall not use premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use in any unlawful way or to endanger any insurance policy; in particular alcohol must not be consumed without written permission from the Bookings Secretary and we reserve the right to request sight of the relevant licence that it is the Hirer's responsibility to obtain from Newark and Sherwood District Council.
4. **End of Hire:** The Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and unless previously agreed, all non Village Hall contents must be removed at close of hire period. All Village Hall contents must be returned to their proper place and not removed from the premises/surrounds. **PLEASE REFER TO THE "BEFORE YOU LEAVE" LIST AT THE END OF THIS DOCUMENT FOR A REMINDER OF ESSENTIAL TASKS WHICH MUST BE DONE BEFORE LEAVING THE HALL**
5. **Keys:** Keys must be returned immediately after the Event by posting in the locked Village Hall post box which is located outside by the front door. The key will be picked up immediately by a Committee member and the premises checked. Loss or non return of the keys will result in forfeiture of the deposit or a charge for arranging for and securing a replacement whichever is the lesser.
6. **Licences:** The hall currently has a licence for certain regulated entertainment (refer to our website www.thurgarton.org.uk/index.php/village-hall/booking-conditions) but for sales / consumption of alcohol or for a time extension the hirer is responsible for obtaining a further appropriate licence. See the Newark and District Website for further details including their charges for which Hirer is liable. The Village Hall Committee will require sight of the relevant Licence in advance of the Event.
7. **Compliance:** The Hirer shall ensure that nothing is done on, or in relation to the premises, in contravention of any law particularly those relating to gaming, betting and lotteries. The Hirer shall comply with all Fire Authority, Local Authority, Local Magistrates Court or other conditions including those relating to dancing, music or other similar public entertainment or stage plays. The Committee reserves the right to carry out any inspections or repairs during any periods of hire.
8. **Health and Hygiene:** The Hirer shall, if preparing, serving or selling food, observe all relevant health and hygiene legislation and regulations. Any rubbish, soiled items including all kitchen waste, wrappings, or children's nappies etc must be removed from the premises and site at the end of each hiring. The Hirer shall ensure that all electrical items brought with them and used in or around the premises are compliant, in good working order and used safely.
9. **Damage:** The Hirer shall indemnify the Village Hall Committee for the cost of repair or replacement due to any damage done to any part of the property including the curtilage thereof, the contents, furniture, fittings and equipment which may occur during the period of hire or as a result of the hiring. **For example no pins or tape is to be used on the walls.**
10. **Noise:** The Village Hall is situated in a residential area and as such the minimum amount of noise must be made on arrival and departure. All windows and doors are to be closed from 11pm onwards. **PLEASE REFER TO THE LICENCE FOR AT <http://www.thurgarton.org.uk/index.php/village-hall/booking-conditions> FOR HOURS OF USE ALLOWABLE.**

11. **Cancellations:** In the event of the Hall or any part thereof being rendered unfit for use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage.
12. **Children:** The Hirer shall ensure that any activities for children under eight years of age shall comply with the provision of the Children Act 1989 and only fit and proper personnel will have access to the children.
13. **Capacity:** The Hirer shall ensure that the maximum number of person present in the Hall at any one time shall not exceed 100 persons.
14. **Equipment:** The Village Hall accepts no responsibility for any stored equipment or property left on or at the premises and all liability for loss or damage is excluded. No alternations shall be made to the Stage, Lighting or other equipment or building part without express agreement by the bookings secretary and confirmed in writing. Any movement or setting up of PA or stage must be conducted by Village Hall Committee members for Health and Safety reasons therefore must be booked in advance.
15. **Cleaning and Putting Away:** The Hirer is responsible for setting up and clearing away all equipment, including chairs and tables in the manner as found. The premises must be cleaned and left in a fit and proper manner to permit use by a following hirer. Recyclable materials must be disposed of separately and not placed in general waste (black bin bags) and glass bottles must be put in the waste containers situated in the back car park. If desired the Hirer can request the Committee to undertake the cleaning and putting away requirements for a fee of £40 subject to negotiation with the Bookings secretary. It is the responsibility of the Hirer to remove all waste from the site.
16. **Deposit:** A deposit is payable for any one off event which includes food, alcohol, craft materials, dancing, parties, music or entertainment subject to any prior agreement with the Bookings Secretary. This is refundable in full after the Event ONLY if all Conditions in this Lettings Policy have been adhered to in full to the satisfaction of the Bookings Secretary. A reduced repayment will be made to cover the cost of any extra cleaning or repairs if necessary. The Deposit for regular repeating events is by negotiation with the Bookings Secretary. All cheques to be made payable to Thurgarton Village Hall.
17. **Risk Assessment:** The Hirer undertakes to perform a risk assessment to cover hazards with regard to the Displayed Village Hall Safety Rules as follows :
 - Slips and trips : Users required by hire agreement to clear up spillages asap*
 - Work at height : Users required to use stepladders as per HSE recommendations displayed in store room*
 - Fire : Users required to keep exits clear of furniture at all times, no naked flames or fireworks to be used at any time and users to familiarize themselves with the position of fire extinguishers and fire blanket*This will ensure Insurance Conditions are not breached. The cost of refilling or replacing fire extinguishers used during the period of fire will be deducted from the deposit. The Hirer should ensure that they have any necessary adequate third party insurance to cover the type of Event being organised. The Committee may request sight of this at booking.

The Committee reserves the right to amend or add to these Conditions of Let at any time or refuse any application at their discretion. For more information please contact:

Bookings Secretary
07971 170854
villagehall.thurgarton@gmail.com

Thurgarton Village Hall

Safety Requirements Covering use of the Village Hall

The Hirer or Responsible Person shall familiarise themselves, and ensure all users are familiar, with the following safety matters:

- 1. Action to be taken in the event of a fire including calling the Fire Brigade and evacuating the Hall**
- 2. The location and use of fire equipment**
- 3. Emergency exits and the need to keep them clear and unlocked**
- 4. The operation of fire doors and the need to close all fire doors in the event of a fire**
- 5. That there are no obvious fire hazards (naked flames or fireworks) on the premises or surrounds**

Fire Brigade / Police / Ambulance: 999

Police (non-emergencies): 101

NHS (non-emergencies): 111

Hospital: QMC - 0115 9249924

Licensing Office: 01636 650000

Non emergency

If you have any non-emergency problems when using the hall, please contact one of the committee members as follows :

Annie Duquemin 07971 170854

Jill Bugg 01636 831007

Helen Hallam 01636 830100

Gayner Bobyn 07813 358233