

# Hempstead Village Hall

## Application for Hire

(All \* questions must be answered)

### A Hirer Details (BLOCK CAPITALS PLEASE)

\*Name \_\_\_\_\_ \*Tel No \_\_\_\_\_

\*Address \_\_\_\_\_

\*Post Code \_\_\_\_\_

\*Hirer Represents (✓ box)

Personal or Family Group

Club, Group or Society

Business or Commercial

Organisation Name \_\_\_\_\_

Village Affiliation Yes  No

### B Hire Details

The Hall is licensed by Uttlesford District Council for a maximum of 150 persons per event and where the Side room/Committee room only is used a maximum of 40 persons per event.

\*Type of function \_\_\_\_\_

	From	To	Setup	Cleanup
Date	* _____	* _____	* _____	* _____
Time	* _____	* _____	* _____	* _____

\*Will you be applying for a Temporary Event Notice Yes  No

\*Facilities required (✓ boxes) Includes kitchen facilities, furniture and equipment

Main hall	<input type="checkbox"/>	Maximum 150 persons	£ _____
Side room / Committee room	<input type="checkbox"/>	Maximum 40 persons	£ _____
Option	<input type="checkbox"/>	_____	£ _____
Total Estimated Hire Fee			£ _____

I apply for the hire indicated above and agree to abide by the Terms and Conditions of Hire detailed overleaf.

\*Signed \_\_\_\_\_ \*Name (please print) \_\_\_\_\_

### C Hempstead Village Hall Management:

**C1 Hire acceptance** (To secure the booking a deposit must be included with the completed booking form)

Hire detailed above accepted and acknowledge receipt of deposit of - £ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**C2 Hire Fee** (Full hire fee must be paid not less than 7 days before date of hire)

Acknowledge receipt of Hire Fee to the value of: £ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**C3 Return of deposit**

Deposit refunded £ \_\_\_\_\_ less £ \_\_\_\_\_ = £ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to:

Mrs Sally Rowden, Bramleys, High Street, Hempstead. CB10 2PE ☎ 01799 599257

**In the event of fire: Operate the fire alarm and evacuate the building. Telephone Fire Brigade. Nearest public telephone opposite entrance to Hall**

# **Health and Safety**

## **Policy Statement**

### **This is the Health and Safety Policy Statement of Hempstead Village Hall Management**

#### **Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from hall activities;
- To consult with our hall users on matters affecting their health and safety;
- To provide and maintain a safe building and its equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction to hall users;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents in and around the hall;
- To maintain safe and healthy conditions; and to review and revise this policy as necessary at regular intervals.

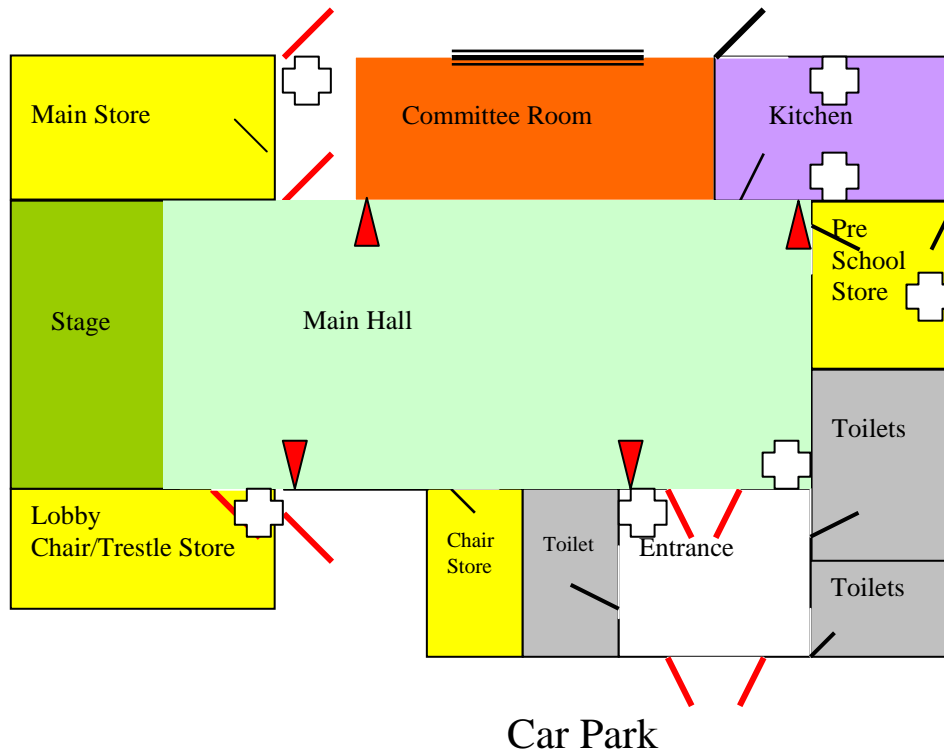
*Signed* John Sladen

*Date* 1<sup>st</sup> February 2007




*(Chairman)*

*Review date : February 2008*

# Hempstead Village Hall



## Key

- Fire Exits..... 
- Fire Alarm points..... 
- Fire Extinguishers..... 

**The Hirer of Hempstead Village Hall is responsible for the health and safety of people using the hall during the hire period. It is the responsibility of the Hirer to inform anybody attending events at the hall the location of Fire Exits, Alarm and Fire Extinguishers points.  
If any health and safety risks or issues are observed or encountered during the hire period please detail them on the reverse of this page and return it to the booking secretary when returning the keys.**

**I confirm that I have read the Health & Safety Policy**

**Name of Hirer .....**      **Date.....**

# Hempstead Village Hall

## Terms and Conditions of Hire

### 1. Definitions

- (a) 'Management' means Hempstead Village Hall Management its committee or representatives.
- (b) 'Hall' means all the buildings, land furniture and equipment that are Hempstead Village Hall.
- (c) Hirer means a person over 18 years of age who shall be responsible for ensuring that these terms and conditions will be complied with during the period of hire
- (d) 'Hire Form' means the form titled Hempstead Village Hall Application for Hire.
- (e) 'Event' means the hire period activity or function.
- (f) 'TEN' means Temporary Event Notice for a licensable activity which is issued by Uttlesford District Council upon application by the premises user.

### 2. Application for Hire

A Hire Form must be completed and signed by the Hirer and submitted to Management as directed on the form. All details contained on the completed Hire Form are part of these terms and conditions

### 3. Deposits

A deposit is required to be paid at the time of submitting the Hire Form. The deposit will be held pending satisfactory inspection of the Hall by Management following the hire period or cancellation of hire by the Hirer.

### 4. Acceptance of Hire

Management confirm the hire period and estimated cost by returning to the Hirer a copy of the Hire Form signed by Management as accepted. Management reserves the right to refuse any application for hire without giving due reasons.

### 5. Licences Duties and Copyrights

The Hirer is responsible for obtaining a TEN and any other licences or rights applicable to the event and undertakes to abide by and comply with all conditions, stipulations and requirements contained in or attaching to any licence or permission granted to the Hirer and to indemnify Management against all claims, costs, demands, fines and fees occasioned by any breach of this undertaking. Details of licences and permissions applied for and those granted are to be supplied to Management at the time of making Hire cost payments.

### 6. Hire Cost and Payment

Hire cost will be based on period stated on Hire Form and the applicable hire rate current on the date of the hire. Hire cost is payable to Management not less than 7 days prior to the start of the hire period. Failure to make payment will be considered to be a cancellation by the Hirer.

### 7. Cancellation of Hire

Cancellation of hire by the Hirer between 28 days and 7 days prior to the start of the hire period will result in the hire cost being forfeited from the deposit.

Cancellation of hire by the Hirer 7 days or less prior to the start of the hire period the total hire cost will be forfeited.

A refund of deposit and hire cost paid will be made to the Hirer in the event of cancellation or refusal of the hire by Management

### 8. Security

Hirer to contact Management one week before the hire date to arrange for the collection and return of the keys for access to the Hall.

The Hirer is responsible for the security of the Hall during the hire period and must ensure that all external doors are locked, windows closed, and lights switched off when the Hall is not occupied and at the end of the hire period.

### 9. Conditions of Use

- (a) No tacks, nails, screws, sticky tape, blutack, tools, instruments or any other like items may be applied to any part of the Hall property.
- (b) Any equipment, framework, furniture, footwear or any like items must be moved positioned and used so as not to cause any damage to the floor, walls doorways or any other part of the hall property.
- (c) If alcohol is to be consumed at the event then a minimum of two people over 18 years of age shall be on duty throughout the period of hire to ensure compliance with these terms and conditions and where applicable the TEN.
- (d) To avoid nuisance to adjacent residents the entry into and exit from the Hall and car park should be carried out as quickly and quietly as possible. Functions involving live music and or amplified sound must have all Hall external doors and windows kept closed and event must end by midnight and Hall vacated by 12.30am.
- (e) The area in front of the main entrance must be kept clear and access from the highway to Trevor House must be maintained at all times.
- (f) Access to the Hall property by vehicles in excess of the weight or height restrictions are not permitted.
- (g) The clearance of snow and ice from Hall entrances, exits and car park is the responsibility of the Hirer.
- (h) The grass area to the rear of the Hall is not part of the Hall property but may be used by hall users at their own risk
- (i) **At the end of the hire period all furniture and equipment to be returned to its store place, the Hall to be left in a clean and tidy condition and all rubbish removed from inside and outside the Hall and safely disposed of.**

### 10. Fire, Health and Safety

- (a) Hirer must ensure compliance with all regulations issued by Management and Local Authorities pertaining to fire, health and safety during the period of the hire.
- (b) Smoking is NOT allowed anywhere within the Hall buildings
- (c) All exits within the Hall must be kept free from obstructions to enable quick and easy evacuation.
- (d) The emergency lighting indicating all exits must be switched on during the period the Hall is occupied.
- (e) Performances and activities involving danger to the public are not permitted.
- (f) Highly flammable or explosive substances shall not be brought into or used in any part of the Hall premises.
- (g) Internal decorations of a combustible nature (e.g. polystyrene, cotton wool) should not be erected.
- (h) No hall fittings, electrical circuits, central heating units may be moved, changed or interfered with.
- (j) Additional heating appliances must not be used on the premises without the consent of the Management.
- (k) All spillages on floors and tables must be immediately cleaned up.

### 11. Liability, Loss or Damage of Property

Any loss or damage to Hall property during the hire period may result in the forfeit of the deposit and or a claim against the Hirer for repair or replacement costs.

Management does not accept liability or responsibility for damage or loss of any property which is not part of the Hall property

### 12. Management Rights

The Management reserves the right of entry to the Hall at any time. Management reserves the right to alter hire rates and terms and conditions without prior notice.

