

CHURT VILLAGE HALL

Crossways, Churt, GU10 2JA

Booking form and Conditions of Hire

Please complete this form and return it to the Bookings Secretary either via email to bookings@churtvillagehall.org.uk or by post to The Bookings Secretary, Churt Village Hall, Crossways, Churt, GU10 2JA.

Hirer's Name:	
Organisation Name (if applicable):	
Hirer's contact details (address, telephone number and email):	
Purpose of Hire: e.g. party, dinner, class	
Date/s Hall required:	
Time/s Hall required:	
Facilities:	Chairs, tables and basic kitchen facilities are included in the Hire Charge. If you require any of the following in addition please tick (or highlight if filling in electronically). Cutlery and crockery Use of the stage Alcohol license (see note below) Piano

Conditions of Hire are listed below. By signing this hire form you accept the conditions of hire.

Please read the conditions of hire and keep the document safe. It is helpful to bring it with you when you use the Hall.

I have read, understood and agree to the conditions of hire appended to this form and accept as Hirer that I have a duty to make sure they are carried out when I use the Hall.

Signed	
Date	

Churt Village Hall Conditions of Hire:

- The Hirer must be 18 years or over.
- Payment terms must be adhered to (SEE BELOW).
- The Hall must not be used for anything other than that stated on the booking form, nor may it be sub-hired or used for any unlawful purposes.
- The Hirer must ensure that regulations made in respect of Churt Village Hall by the Local Authority or the HSE in connection with the preparation and serving of food and also with events which include public entertainment and stage productions are fully complied with. No more than 120 seated or 180 standing are allowed in the hall at any one time.
- Whilst on the premises the hirer is responsible for the fabric and contents of the building and at the end of the hire the hirer is responsible for leaving the premises clean and tidy, windows and doors locked, all tables and chairs returned to storage properly cleaned and packed away and any thermostats reset to the required summer and winter temperature. Anyone using the Hall must follow the instructions listed regarding the use of the kitchen, managing rubbish, cleaning and heating. Failure to do so may incur an extra charge.
- All regulations made in respect of Churt Village Hall by the Fire Service should be complied with. Hirers should make themselves familiar with the fire evacuation routes in case of emergency - see the noticeboard in the Village Hall for fire exits and fire extinguisher points. Access to the Hall must be kept free for emergency vehicles and fire exit doors should not be obstructed during use. LPG heating appliances – or any other flammable substances – are not permitted. Naked flames including candles (except birthday cake candles) are not permitted in the building. In the event of a fire the emergency services should be called immediately and the Booking Secretary and Caretaker advised straight away.
- Any electrical or other equipment bought in must be in good and safe working order – the Village Hall Committee cannot be held responsible for an injury caused as a result of faulty equipment.
- The Hirer is responsible for ensuring the safety of any equipment (e.g. bouncy castles etc.) for activity or entertainment. Equipment must be PAT tested and the Hirer/Equipment supplier must hold a copy of appropriate liability insurance for the equipment.
- Any decorations put up for a party or event should not damage ceilings, walls and floors. Any damage found after the event (including paint marked by blue tack or sticky fixers) may incur an extra maintenance charge. Any decorations used should be taken down after the event.
- The Village Hall Committee holds a Performing Rights Society Licence and a Licence for Regulated Entertainment between 0800 and 2359 (excluding Sundays). We ask that music is not played loudly after 11.00pm and that after 11.30pm the playing of music stops. Music must not be considered a nuisance to neighbours (please make sure you assist with this by keeping doors and windows closed if music is being played or a band is playing after 10.00pm).
- Users should enter and vacate the Hall quietly respecting neighbours.
- There is some car parking for hirers at the rear of the Village Hall – other guests can park in the village car parks at the recreation ground or the church.
- If for any reason there is a need to cancel the booking the bookings secretary should be contacted giving as much notice as possible. The committee reserves the right to request compensation for a late cancellation if an alternative booking has been precluded from using the hall.

Alcohol Licence

If you are intending to sell alcohol at your event the Hirer of the hall is responsible for obtaining the relevant alcohol licence. Such licence should be applied for through the Licencee: Mr. Peter Christopherson by emailing peterchristopherson@gmail.com. The Hirer is responsible for ensuring there is no drunken or disorderly behaviour on the premises. NO ALCOHOL IS TO BE SERVED TO PERSONS SUSPECTED OR KNOWN TO BE UNDER THE AGE OF 18.

Damage and Insurance

The Hirer must not bring onto the premises anything which would invalidate any insurance policies in respect of the Hall. The Hirer shall indemnify the Hall Management Committee for the cost of making good any damage done to any part of the premises which may occur during the period of hire, or any injury, including nuisance arising as a result of use of the premises. Churt Village Hall has its own Public Liability insurance BUT HIRERS SHOULD NOTE THEY ARE NOT COVERED BY THIS POLICY. Commercial and business users must have their own insurance.

Smoking

NO SMOKING is allowed inside Churt Village Hall. If people wish to smoke it should be outside and any cigarette butts must be disposed of safely in the butt disposal boxes.

Safety of Vulnerable People:

The hirer must comply with the Hall Hiring Condition with respect to children and vulnerable people.

- The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. Hiring of the Village Hall for groups (other than private parties) involving children under 16 years of age or vulnerable adults will only be accepted if the individual or organisation can give evidence of affiliation to an appropriate governing body and provide evidence of a Vulnerable Adults Protection Policy and/or Child Protection Policy.
- For private parties a ratio of one adult to three children will be required for children under 5, 1 adult to five children for children under 10 and 1 adult to 8 children for children and teenagers under 18 years old.
- Any individual or organisation wishing to run classes or events for unaccompanied persons under the age of 16 years, other than a private party, must be certified by the Disclosure Barring Service. The Committee reserves the right to apply further restrictions as they deem necessary if required.
- Any individual or organisation wishing to run an event must be aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to anyone under the age of 18.
- Any individual or organisation wishing to show a film or show in the Hall must ensure that no children are admitted when they are below the age classification for the film or show.
- All suspicions or allegations of abuse will be taken seriously by the Village Hall Management Committee and dealt with speedily and appropriately.

Payment for the Hall

Payment needs to be made at the time of booking and before the event. Without payment the booking will not be considered as confirmed.

- The Village Hall Committee would prefer Payments be made by bank transfer as follows:
Account Name: Churt Village Hall
Account Number: 22871568
Sort Code: 30-93-94
- Cheques can also be made payable to Churt Village Hall and sent to The Bookings Secretary, Churt Village Hall, Crossways, Churt, Farnham, Surrey, GU10 2JA.

The Village Hall Committee reserves the right to charge interest on late payments and refuse people entry to the Hall for their event if payment has not been made prior to the Hire date.

Any questions about payment should be directed to the Bookings Secretary.

Email: bookings@churtvillagehall.org.uk. Telephone: 01428 854321.

Once you have completed the booking form, please send it to the Booking Secretary who will then issue you with an invoice and instructions about key collection for the Hall.

Return the form

By email to: bookings@churtvillagehall.org.uk.

Or by post to: The Bookings Secretary, Churt Village Hall, Crossways, Churt, Farnham, Surrey, GU10 2JA.

Thank you.