

NEWTON ST LOE VILLAGE HALL

Venue Hire Booking Form: *for private use/Individuals*

c/o Debbie Bland

The Lodge, Newton St Loe

Bath, BA2 9BP

Tel: 01225 874372/07565 361027

Email: debsbland@hotmail.com

Website: www.newstonstloevillagehall.org.uk

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

Name of Contact/Representative (Hirer):

Organisation:

Contact Telephone Number:

Email:

Address:

Date/Dates required:

Event Times:

Start:

End:

Access requirements:

Start:

End:

(+heating on from:)

Note: Access to Hall is possible ahead of the event/and to heat room etc., but must be negotiated, and an additional heating charge may be applied. See Terms and Conditions.

Numbers of people attending:

Activity:

Self Catering/use of Kitchen:

Declaration

As the hirer or on behalf of the hirer I confirm the information I have given is correct and I have read and comply with the terms and conditions (Annex1 & Annex 2).

Signature

Date

Annex 1: Fees, Terms and Conditions

Fee Structure

The NSL Village Hall Association is a charity and all proceeds go to providing services, a recreation space for our community, and improving our facilities. We aim to keep our hire costs to a minimum whilst ensuring we can maintain our operations and meet costs.

The Hall is available for hire at £7.00 per hour (£8.00/hour if heating used). Early access to the Hall to bring in equipment and set heating is negotiable and may incur an additional heating charge. Please discuss your needs when you contact us. See also below.

There is a charge of £5.00 per hour for use of ovens /use of the Hall's crockery. See below.

A fee of £10 will be required for cleaning. See below.

Note: For larger, private events a refundable **deposit of £40** will be required to cover any breakages, and any substantial cleaning requirements etc.

Please make cheques payable to **NSL Village Hall Association** please.
If you would like to pay by BACS please request our bank details when you book.

Cancellation

There is no cancellation fee if cancellation is made at least 48 hours in advance.
Cancellation within 48 hours will incur a nominal fee of £10.00

Health and safety

The hirer must respect health and safety guidelines and refrain from activity that causes a risk to public health and safety within the Hall. **See Annex 2**

Use of the skittle alley includes the condition that skittle alley runners are put away at the end of each session.

Cleaning/Equipment

The hall must be left clean and tidy after use. A fee of £10 will be made and used by the NSL Village Hall for cleaning.

For large events, the Hall requires a £40 refundable deposit to cover any breakages or substantial cleaning costs. Hall users are encouraged to leave the facilities in good repair, clean and tidy so as not to forfeit their deposit!

The hirer will do everything possible to avoid damage to the fabric of the hall and its decorations (carpet, walls etc.)

The use of external equipment is allowed in the Hall but must be declared and permission sought in advance.

Kitchen facilities

The kitchen facilities include the use of water, crockery and ovens. Damages to any of these facilities must be reported. A fee of £5.00 per hour will be charged to cover the use of the ovens.

Access and Heating

If access to the building is required ahead of the event start time (stated in the booking form) then permission must be sought. In particular, if the Hirer wishes to heat the Hall in advance of the stated use, the VHA reserves the right to charge for additional heating at a rate of £5.00 per hour. The fee shall be applied with the discretion of the VHA committee.

Animals/Guide Dogs

Only trained guide-dogs for the blind shall be permitted in the Hall

Parking and Security

The hirer and those attending the events are requested to park with consideration to the village residents and to leave the Hall quietly and without causing noise or other disturbance. The Hall does not accept liability for loss any of personal items brought to the Hall or for loss from or theft of cars left outside the premises.

Village Environment

The premises may only be used between the hours of 8 am and 11pm unless the NSL Village Hall management committee grants special permission.

NSL is a pristine 18th century village and the residents and visitors prize its environment. All those using the Hall and its facilities are asked to respect this environment, not to damage or leave litter in its environs, and to adhere to the 20MPH speed limit.

Thank you.

Annex 2: Health and Safety Compliance

- 1** The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment/Stage Play Licence relating to management and supervision of the premises are met.
- 2** The hirer acknowledges that she/he has received instruction in the following matters: The action to be taken in event of fire. This includes calling the fire brigade and evacuating the Hall

a) The location and use of fire equipment. b) Escape routes and the need to keep them clear c) Method of operation of escape door fastenings d) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire

3 In advance of the entertainment / event the hirer shall check the following items:

a) That all fire exits are unlocked and panic bolts in good working order b) that all escape routes are free of obstruction and can be safely used c) that any fire doors are not wedged open d) that exit signs are illuminated e) that there are no obvious fire hazards on the premises

Capacity

The number of people on the premises shall not exceed 50

4 Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

5 Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee.

6 Dangerous Performances

Events/Performances involving danger to the public shall not be given.

7 Explosives and Flammable Substances

Highly flammable substances shall not be brought into, or used in any portion of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee.

8 Heating

No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.