

# LITTLE WITLEY VILLAGE HALL

## *Booking Terms and Conditions and Agreement*

NAME	
ADDRESS	
EMAIL ADDRESS	
Preferred contact telephone number	
Responsible person – see Points 1 & 2 Safety heading below	
Date of Hire	
Start time of hire	
End time of hire	

Following discussion, the rooms below are included in the booking. NB Half an hour either side of your booked time is free to allow for setting up & clearing away.

<b>Item</b>	<b>Number Hours</b>	<b>Price</b>
Main hall £11/ hour		
Small Meeting Room only £5.50/ hour		
Main hall plus Small Meeting Room £16.50/ hour		
Staffed bar can be arranged £55/4hr period		
<b>TOTAL</b>		

# **LITTLE WITLEY VILLAGE HALL**

## **Terms & Conditions Of Hire**

**The “premises” means the Village Hall & surrounding ground**

**The “committee” means the Village Hall Management Committee**

**The “Hirer” means the person or organisation hiring the hall**

### ***Hiring, Bookings and Payments***

1. Hirings can only be made by arrangement with the Booking Secretary & must be made using a fully completed and signed Booking Agreement form.
2. The booking is only secure once you have received email confirmation of receipt of the booking request.
3. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as a result of their hire of the premises, or by use of any equipment they introduce. No responsibility will be carried by Little Witley Village Hall.
4. All evening functions must finish in accordance with the terms of the booking form.
5. No deposit is required. Payment can be made on the day.
6. Please make payment as below:

#### *Payments to*

#### **Little Witley Village Hall Committee**

Sort Code	30-99-90
Account No	00367678

#### 7. Cancellation

1. CANCELLATION WITH 7 DAYS NOTICE – NO CHARGE
2. CANCELLATION WITH LESS THAN 7 DAYS NOTICE – 50% CHARGE UNLESS THE NOTICE PERIOD IS WITHIN 24HRS OF THE START OF THE HIRE IN WHICH CASE A FULL CHARGE MAY BE LEVIED

### ***Safety***

1. All hirers must appoint a named person to be responsible for fire safety rules observance & their names must be on the booking form.
2. There is no telephone on the premises, therefore, the responsible person must ensure they have a mobile phone in case of emergency. A list of phone numbers is displayed in the entrance should you need to contact anybody.
3. All fire exits are clearly marked & these must be kept clear of furniture/obstructions at all times. The fire evacuation gathering point is clearly marked in the front car park.
4. Please note the procedure in event of a fire:

## ***LITTLE WITLEY VILLAGE HALL***

### **ACTION IN CASE OF FIRE:**

- **Raise the alarm – alarms in the Hall, shouting fire and 999; alert all hall users.**
- **Leave by the NEAREST available fire exit.**
- **Report to designated assembly point in car park**

### **ON HEARING THE FIRE ALARM:**

- All persons will proceed out of the building and meet at the assembly point (designated by employer).
- Those persons requiring assistance (e.g. those with disabilities) should be assisted by the nearest available member of staff.
- Any members / visitors should follow the employees to the nearest available exit.
- **WALK - DO NOT RUN.**
- **KNOW THE EVACUATION ROUTES FROM YOUR BUILDING – look for the green running man signs found above doors.**

### **RESPONSIBILITIES:**

- Call 999 in event of a fire.
- Assist evacuation of individuals if required.

### **ADDITIONAL RESPONSIBILITIES:**

- Report any fire hazards to the management.
- Assist evacuation of persons requiring assistance (e.g. those with disabilities).
- Abide by fire safety site rules.

5. Should an accident or serious incident occur you must complete the Accident and Serious Incident book kept in the front door lobby area. Please record any incident where harm or potential harm has come to any individual using the Hall. Similarly please report any incident where you have sought 999 advice, contacted the police or social services or other statutory agency. Please also try to contact a committee member by phone – telephone numbers of committee members are advertised in the Hall to alert us to an issue.

### ***Animals Alcohol and Tobacco***

1. No animals except guide dogs are allowed on the premises.
2. **NO SMOKING.** It is against the law to smoke in these premises.
3. Hirers agree that **NO** intoxicating liquor will be sold on the premises by the hirer except under an occasional licence (Temporary Event Licence) obtained by the hirer after agreement with the Village Hall Committee.

### ***Housekeeping and Cleaning***

1. The hall must be left clean & tidy. The hall is **NOT** cleaned after each hiring & relies on the goodwill of hirers to “leave as you would like to find”. NB Cleaning materials are kept in the room to the right as you enter & under the sink in the kitchen. An extra large broom makes sweeping easy & sticky floors should be mopped with a damp mop. Mop & bucket are in the cleaning store room.

## **LITTLE WITLEY VILLAGE HALL**

2. Please make sure all the bins throughout the hall are emptied & clean bin liners inserted. These are stored under the sink. All rubbish must be bagged & placed in the main refuse bins outside the back door. (The key to back door is hanging in the doorframe.) NB Please dispose of rubbish responsibly: BLUE BIN for recycling, BLACK BIN for landfill  
NB SHOULD THERE BE ANY EXCESS CLEANING REQUIRED AFTER A HIRE OR EXTRA CHARGES TO DISPOSE OF EXCESS RUBBISH, THE COSTS OF EITHER CLEANING OR WASTE DISPOSAL WILL BE CHARGED TO THE HIRER BY THE COMMITTEE.
3. Tables & chairs are in the room to the left of the lobby area. This is a small space & furniture needs to be returned & stored tidily so as not to block tables or filing cabinet.
4. Please do not move the piano.
5. The thermostat is on the wall to the left as you enter the hall. Tap the top to increase the temperature or the bottom to lower the temperature. The thermostat corrects itself so no need to alter further.
6. Please make sure all windows & doors are shut & all lights are switched off, especially in the cloakrooms & outside when you leave.
7. Please do not attach anything to the walls or drag furniture across the floor as this can cause damage.
8. Any damage or breakages should be reported to the Booking Secretary as soon as possible & will be charged for.

### ***Safeguarding Children, Young people, and Adults at Risk***

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. You must make yourself aware of the Village Hall Safeguarding policy and adhere to it.

a. If your hire is for a private event for friends and family then bear in mind that you are responsible for the welfare of all children and adults at risk who attend. You should also consider whether any outside entertainer or similar has their own safeguarding policy and DBS check completed.

b. If the hire is by an organisation providing services, education or entertainment for children or adults eg youth club, childrens play sessions then when requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and you must respond appropriately to the relevant authorities when harm does occur or you think something may have happened which has caused risk. You must also inform the Village Hall committee that this has happened.

I have read & confirm my acceptance of the Conditions of Hire of Little Witley Village Hall.

***LITTLE WITLEY VILLAGE HALL***

Signed

Date

Please return via email to [lwvhbookings@gmail.com](mailto:lwvhbookings@gmail.com)