

EAST ALLINGTON PARISH HALL MANAGEMENT COMMITTEE

BOOKING FORM & CONDITIONS OF HIRE

Organisation (if applicable)
Name (please print)
Address
Tel. No. Email

Booking Details

Date(s):

Main Hall	From (time):		To (time):	
Committee Room	From (time):		To (time):	

Will the kitchen be required? Yes /No

Other requirements?

I accept the conditions of hire set out below.

Signed

Date

Conditions of Hire

Insurance requirements

1. Registered Organisations hiring the hall must have suitable Third Party Liability Insurance. If they engage in high-risk activities, they must also have their own Risk Assessments and Standard Operating Procedures.

Hire Period

2. The hire period must include any time required for preparing the room and returning it to its original condition, so that other hirers may have the room immediately before or after the hire period.

Safety Requirements

3. Hirers are responsible for the safety of participants. They must read and comply with those provisions of the Health and Safety Policy which are relevant to them. (See separate document.)
4. The hall is licensed for 100 visitors seated or 120 people standing. Hirers must take a head count of people in the hall, firstly to ensure that this number is not exceeded and, secondly, so that they will know that the hall has been emptied in an emergency.
5. All fire doors and escape routes to the assembly point must be kept free of all obstructions. The assembly point is in the village car park.
6. Under 18s must be supervised by an adult at all times.

Accidents and Emergencies

7. The Accident Book must be filled in in the event of an accident. The Accident Book and an emergency First Aid kit are situated in the cupboard by the front door.

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- Hirers must designate a responsible person at each event who will take charge of evacuation in case of emergency. If more than 100 people could attend an event, hirers must appoint two stewards. Stewards must be identifiable and must not have any role in the event which could conflict with their role as stewards.

Care of the Hall and its Contents

- Hirers are responsible for preventing damage to the hall and to its contents. Any damage occurring during hire of the hall must be reported to the Management Committee. Damage to the fabric of the hall must be paid for and damaged items (furniture, crockery or equipment) must be replaced, repaired or paid for.
- Smoking is not allowed anywhere inside the building. Candles and other naked flames are not permitted.
- The heaters must not be covered at any time and the heating controls must not be altered.
- No Sellotape, Blu Tack or glue may be used to hang decorations. The hooks provided should be used.

On Leaving the Hall

- The hall must be left in a clean and tidy condition and all waste must be removed. Failure to do so may result in a charge to cover cleaning and waste removal costs.
- All equipment and furniture must be put away or returned to its original position.
- All lights and kitchen equipment must be turned off before leaving the building.

Licensing & Copyright Requirements

- Hirers must comply with the **Premises Licence**, the terms of which are:
the building should be vacated by 12 midnight; plays, films and sporting events must end by 11.00pm; live music, recorded music, performance of dance and dancing must end by 11.30pm; and a bar must close at or before 11.30pm.
- A licence is required for the sale of alcohol. Hirers are responsible for obtaining this before their event. No alcohol may be stored on the premises overnight either before or after an event.
- Hirers who intend to show films must comply with the appropriate copyright regulations as required for their audience.

Non-discrimination

- East Allington Parish Hall Management Committee aims to ensure that no hirer or user receives less favourable treatment on the grounds of race, colour, gender or gender orientation, nationality, religion, ethnic or national origin, age, marital status, sexual orientation or disability. All hirers and users have a legal and moral obligation not to discriminate and to record in the Incident Book any incidents of discrimination witnessed against any individual or group of individuals.

Payment Details

Payment by bank transfer is appreciated. The hall's payment details are as follows:

Account Name and type: East Allington Parish Hall (a business account)

Account Number: 00344877 Sort Code: 20-60-88