

GREAT OAKLEY VILLAGE HALL BOOKING FORM

**Please Read the Attached Terms & Conditions for Hall Hire. These can also be found on our website:-
www.greatoakleypc.org.uk**

Name of Hirer/Organisation: _____

Address: _____

Email: _____

Telephone No: _____

Date of Hire: _____

Time: From _____ To _____

Purpose of Hiring/Event: _____

Number of Persons Attending: _____

		Total Hours/Sessions Booked	Total Amount Payable
Hall	@ £12.00 per hour/part thereof		

Payment may be made by bank transfer. Details:-

Bank: Santander

Account No: 99849404

Sort Code: 09-01-51

Reference: This should be the invoice number

Cheques: Please include invoice number on the back of cheques

Alternatively: CHEQUES SHOULD BE MADE PAYABLE TO:-

Great Oakley Village Hall Management Committee

Payment should be made in accordance with the Terms & Conditions Policy of Great Oakley Parish Council Village Hall to ensure that the hall is reserved for you on the date you require. Please also return a signed booking form to:-

AGREEMENT: I have read the conditions of hire and I understand that by signing this form I am accepting responsibility for the reasonable use of Great Oakley Village Hall and its contents. I am responsible for breakages and damage during this event and for ensuring that the hall is left in a clean and satisfactory condition. If appropriate, I will apply to Tendring District Council for a Temporary Event Notice.

Signed on behalf of the Hirer _____

Date: _____

GREAT OAKLEY VILLAGE HALL – TERMS & CONDITIONS OF HIRE

1. Definitions

- 1.1 Great Oakley Village Hall (GOVH) is owned by Great Oakley Parish Council (GOPC) and managed on its behalf by its Parish Council Committee.
- 1.2 GOVH is administered by Great Oakley Parish Council Clerk and appointed staff who on behalf of GOPC receive and confirm bookings, arrange access, inform Hirers of the Terms & Conditions of hire, and monitor and adherence to these.
- 1.3 The Hirer refers to the person or organization hiring GOVH for any event. It is the Hirer's responsibility to ensure that any persons on the premises for the duration of their booking adhere to the Terms & Conditions of hire set out in this document.

2. Acceptance of Terms & Conditions

- 2.1 Use of GOVH is subject to the following Terms & Conditions. By making a booking and/or using GOVH the Hirer accepts and agrees to these Terms & Conditions. The Hirer agrees to abide by and enforce the Terms & Conditions of Hire and sign the Hire Agreement (covering a period of up to 12 months) before using any of GOVH facilities. Any incident arising from a breach of the Terms & Conditions of Hire will be the sole responsibility of the Hirer. Any breach will result in loss of payment and could incur additional charges.

3. Opening Hours

- 3.1 GOVH is available for hire between 08.00am to 11.00pm throughout the year (music may not be played beyond 11.00pm).

4. Village Hall Equipment and Facilities

- 4.1 GOVH comprises of the main hall, kitchen and equipment, tables & chairs, two store rooms, sound systems, free wi-fi and public toilets.
- 4.2 The booking of facilities within the hall shall entitle the Hirer to the use of GOVH equipment by agreement with the GOPC, such as tables & chairs, kitchen equipment & utensils on the condition that all equipment is returned, clean and undamaged at the end of the booking. Sound system is subject to an induction briefing, hirer indemnity.
- 4.3 Any damage or failure of equipment must be reported to the GOPC.
- 4.4 Storage: The permission of the GOPC must be obtained before goods or equipment can be stored in the premises overnight.
- 4.5 Car parking is available in the car park for up to 15 cars. Vehicles must not be parked on the highway or at the entrance of exit from GOVH. There are no disabled bays. GOPC advises the Hirer to supervise parking when a high attendance is expected and reminds Hirers that parking on pavements is not permissible. Parking is at owners' risk.
- 4.6 All rubbish to be removed by hirer.

5. Booking Process and Conditions

- 5.1 GOVH may be hired by anyone 21 years old or over.
- 5.2 If the Hirer is not known to GOPC, the Hirer will be asked to produce personal identification and proof of address.
- 5.3 Bookings will only be considered on a completed Booking Form submitted to the GOPC with full payment.
- 5.4 GOPC reserves the right to refuse a booking of the GOVH or any other parish facility if it considers that the hiring would lead to a breach of the Terms & Conditions of Hire or if for any reason the premises are considered unfit for the intended use.
- 5.5 The Hirer agrees to indemnify GOPC for the cost of repairs of any damage done to any property or contents during the hire.
- 5.6 The Hire of GOVH does not entitle the Hirer to occupy the premises at any time other than the specific hours for which the hall has been hired and paid for unless prior arrangements have been made with GOVHC.
- 5.7 Entry is via a personalised code, forwarded to the Hirer prior to the intended hire period. The Hirer agrees:-
 - that the code will only be used for the intended purpose
 - that the code will not be shared with any third party
 - to take responsibility at the end of the hire period, to ensure that the premises are left clean and tidy, the doors and windows locked, and the front door is secured
 - that if the key is lost or misplaced, to inform GOPC immediately
- 5.8 By entering into this agreement, the Hirer accepts that GOPC will hold their details for the purpose of carrying out the booking. GOPC will not use this information for any other purpose apart from this and/or any future bookings the Hirer may make.

6. Hire Charges and Payment Policy

- 6.1 GOPC reviews and sets hall booking fees annually on or around the 1st January each year. The fee applicable to a booking shall be that in force at the time the event is held (i.e. all advance bookings will be subject to any revision in hire rates formally approved by GOPC).
- 6.2 Any accidental damage or loss to the premises and/or contents caused by the Hirer or any person associated with the event will be invoiced to the hirer.
- 6.3 Additional charges may also be incurred in the event of extra cleaning costs or if the building is not vacated at the agreed time.

7. Cancellations

- 7.1 Cancellation by the Hirer will incur the following charges:-
- more than 14 days 25% of the total hire charge
 - within 14 days 50% of the total hire charge
 - within 7 days 100% of the total hire charge
- 7.2 GOPC reserves the right to cancel any hiring by written notice to the Hirer in the event of:-
- the premises being required as a Polling Station
 - GOPC considering that the hire will lead to a breach of the licensing conditions, legal or statutory requirements, or that unlawful or unsuitable activities will take place as a result of the hire
 - the premises becoming unfit for the use intended by the Hirer
 - an emergency requiring use of the premises as a shelter for victims of disaster
 - in any such case the Hirer shall be entitled to a full refund of any money already paid, but GOPC shall not be liable to the Hirer for any resulting direct or indirect loss or damage whatsoever.

BEFORE YOUR BOOKING

8. Insurance

- 8.1 GOPC's Public Liability Insurance shall be extended to each organization or person whilst using GOVH (during a booking agreed with GOPC), subject to their fulfilment of the Terms & Conditions of the cover (available on request). This Public Liability cover shall not apply to any organisation or person using the hall for commercial or business purposes. Such organisations or persons should arrange their own Public Liability Insurance. All Hirers are advised to consider the need for their own Public Liability or other insurance to cover their activities.
- 8.2 GOVH Insurance does not cover items owned by hall users. Equipment brought into and/or left in GOVH is entirely at the owner's risk.
- 8.3 It is the Hirer's responsibility to ensure that any person, contractor or sub-contractor, who provides equipment or a service, has appropriate Public Liability Insurance.

9. Licences

- 9.1 Where music is to be played, the Hirer shall ensure that it holds a Performing Rights Society Licence and Public Performance Licence which permits the use of copyright music in any form (e.g. recording, CD, tapes, radio, television or by performers in person). If other licences are required in respect of any activity in the Hall, the Hirer must ensure that they hold the relevant licence and, where necessary, bear the cost of such licence.
- 9.2 Sale of Alcohol: GOVH is not licensed for the sale or supply of alcohol. No alcohol is permitted to be sold for consumption in any part of the premises without express permission of the GOPC in writing. With written agreement from GOPC the Hirer will be responsible for submitting the necessary Temporary Event Notice (TEN) to the licensing Authority and the Police no later than 10 working days before the event. A copy of the TEN must be on the premises during the event. The Police and Local Authority have rights of entry to the premises to assess the likely effect of the TEN on crime prevention.

10. Health and Safety

- 10.1 Maximum Capacity: To comply with Fire Authority and Local Authority conditions the number of persons occupying GOVH is restricted to:-
- 60 for a seated event or 80 if not seated
- 10.2 The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Licensing Authority or otherwise, particularly in respect of any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.
- 10.3 Upon commencement of the hire, the Hirer must ensure that they have received instruction in the following matters:-
- the action in the event of fire, including calling the Fire Brigade and evacuation of the Hall; the Fire Brigade shall be called however minimal the fire
 - the location of the fire and first aid equipment
 - escape routes and the need to keep them clear
 - method and operation of emergency exit door fastenings
 - in advance of entertainment the Hirer shall check to ensure that
 - all fire exits are unlocked and escape routes clear of obstruction
 - fire doors are not wedged open
 - exit signs are illuminated
 - there are no obvious fire hazards on the premises
 - smoke machines and/or dry ice machines are not permitted in GOVH as they activate the fire alarm. Any call out of a GOPC representative or fire alarm company to disarm the fire alarm will be charged to the Hirer at GOPC's then current rate
 - barbeques are not permitted
 - candles are not permitted (celebration cake candles are permitted)
 - electrical equipment safety: The Hirer shall ensure that any electrical equipment brought by them to the premises is in good working order and has been Portable Appliance Tested (PAT) within the past year.
 - The fire in the main hall must not be lit

11. Supervision

- 11.1 The Hirer must not engage in any activity which prevents them from exercising general supervision

- 11.2 All functions for persons under 18 years must be stewarded by an adequate number of adults and with a minimum of 1 adult per 10 young persons and a minimum of three adults at all times.
- 11.3 All supervising adults must be aware of their essential roles with respect to fire and other emergencies.
- 11.4 The Hirer shall, during the period of hiring, be responsible for supervision of:
- the premises, the car park and grounds, the fabric and the contents, their care, safety from damage however slight or change of any sort
 - the behavior of all persons using the premises whatever their capacity
 - car parking arrangements so as to avoid obstruction of the highway.

12. Sale of Goods

- 12.1 If selling goods on the premises, the Hirer shall comply with the Sale of Goods Act 1979 (as amended).

13. Loss of Property

- 13.1 GOPC accepts no responsibility for damage to, or the loss of, or the theft of any Hirer's or users' property or effects.

14. Prohibitions

- 14.1 Smoking: the entire Village Hall is a NON-SMOKING/NON VAPING venue. A charge of £100 if this rule is violated.
- 14.2 Fireworks and Pyrotechnics: there is a total ban on the use of fireworks or any form of pyrotechnics within, or in the grounds of GOVH.
- 14.3 Betting, Gambling and Lotteries: nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.
- 14.5 Sub-letting: the hirer shall not sublet GOVH or any part thereof.

Adopted January 2024

Next Review Date: January 2025