

# HOVERINGHAM VILLAGE HALL BOOKING FORM/ HIRE AGREEMENT

Date(s) required.....

Sessions required. Morning  (8am-12noon). Afternoon  (12noon – 5pm) Evening  (6pm -12 midnight)

(See price list) Video Projector

Event.....

Approximate number attending function..... You must ensure this does not exceed the capacity for each room as set out below

Hirer’s Name and address (inc. Organisation if applicable)

.....  
.....Postcode.....Tel..... Email  
.....

User (please tick)

Non-resident	<input type="checkbox"/>	Village resident	<input type="checkbox"/>	Local Group	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
--------------	--------------------------	------------------	--------------------------	-------------	--------------------------	------------	--------------------------

Facilities Required:  
(Please tick)

Main Hall (max 120 seated)	<input type="checkbox"/>	Minkley Room (max 50 seated)	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>
-------------------------------	--------------------------	---------------------------------	--------------------------	---------	--------------------------

**Will you be serving**

**food or drink?** ..... [please indicate Yes or No] Please note a Good Conduct deposit is payable when you send us this booking form, where food or drink is to be served.

**Booking Terms and Conditions:**

**Booking:**

- Provisional bookings will be held for a reasonable period and on a first refusal basis only. If someone else wishes to book the premises, we will try to contact you but reserve the right to cancel your booking until it is confirmed.
- Bookings will only be confirmed upon receipt of this completed form **together with full payment** and (if food or drink is to be served) with payment of the good conduct deposit as quoted.
- Hoveringham Parish Council reserve the right to refuse a booking request.

**Good Conduct deposit:**

- All events offering food and drinks will be subject to a good conduct deposit of:
  - Wedding / Event package): a Good Conduct deposit of £500
  - Hire involving food or drink other than a wedding/Event package: £60
- The Good Conduct deposit is refundable within 14 days post the event and post inspection provided that there is no damage to the premises or its contents, no noise complaints, and no other breaches of these Booking Terms and Conditions.
- All or part of the deposit may be retained at the discretion of Hoveringham Parish Council if the facilities are not left in a satisfactory and clean condition and ready for immediate reuse (see Checklist attached) or if there are other breaches of these Booking Terms and Conditions.

- In the event that the cost of any damage, cleaning, or other charges exceed the amount of the good conduct deposit, the Hirer will be invoiced for and must pay the outstanding amount.

**Payment Terms:** BACS Payment to Hoveringham Village Hall. Sort code: 602015. A/C: 97134023  
Reference: HVH[surname][date of event]

**Cancellation Policy:** All hire fees and deposits are refundable up to 30 days prior to event date.

**Hirer's overall responsibility:** The Hirer is responsible for:

- ensuring all equipment and fittings that are brought onto the premises by you are safe and suitable for their intended use. This includes all electrical equipment which must be PAT tested and suitable for use in the premises;
- for checking before use, that all equipment included in the hire is suitable for your intended use and for ensuring it is assembled and used correctly and responsibly. It is your responsibility to follow safe practices for using the equipment and that (as applicable) safe manual handling practices, ladder use and electrical safety practices are followed;
- ensuring that the set up for the Event and take down afterwards is conducted safely;
- the safe management and conduct of their event and for the behaviour of their guests;
- ensuring that the premises and its contents are used in a responsible and lawful manner, without causing any damage to the premises or its contents or any disturbance to neighbours;
- ensuring that all guests comply with these Booking Terms and Conditions.

**Sale of Alcohol:** The premises are unlicensed. The Hirer is responsible for completing and obtaining any Temporary Event License Notification that is needed (e.g. if you are charging for alcohol). A copy of the TEN issued which must be provided to the Booking Clerk 14 days prior to the event date.

**Pre event visits:**

- The Hirer should use the website for information on the premises and measurements where possible.
- The Hirer may have access to the hall 1 (max of 2 times) prior to event for viewings, by appointment with the booking clerk. Please invite all suppliers/ stakeholders to those viewings.
- The Hirer is advised to allow time for event set-up and catering. This is chargeable time.

**Set Up and Use:**

- A noise limiter is installed at the premises which is set at 90dB, measured at the internal main hall doorway. If levels exceed this for any extended period the electricity will automatically be cut off. Whilst we believe this to be a reasonable level for most uses, you must satisfy yourself this is suitable for your use.
- The Kitchen facilities and equipment are not suitable for professional catering and may only be used as a preparation/serving area. Hirer must bring their own dishcloths and tea towels.
- The Hirer shall not alter, move or interfere with any lighting, heating, power, wifi, cabling or other electrical fittings or appliances at the premises, or install or use additional heating, power, cabling or other electronic fittings or appliances without the prior written consent of the Booking Clerk.
- The Hirer shall not allow candles or smoke generators. Smoke and Fire sensors are sensitive and will terminate the hiring. Smoking or Vaping is not allowed on the premises.
- The Hirer shall not fix any bolts, nails, tacks, screws, adhesives (including blu tak or white tak), tape or other such fixing devices to the walls or fabric of the premises as these will damage the paintwork. Dado picture hooks can be used on the dado rail for light décor.

- The Main Hall and Minkley room keys will be left in key safes at the side of the front door. Please obtain the current safe code from the Booking clerk prior to the event. These codes may not be shared without first notifying and obtaining permission from the booking clerk.
- The Hall has clear instruction guides for all facilities and the Emergency contact should be used only in the case of an EMERGENCY.
- All sanitary and nappy products must be disposed of in the bags provided in bins and not flushed down the toilet.
- The Hirer may use the guest WIFI that is available for the village hall and the code is displayed on the noticeboard. There are boosters around the hall and these should not be interfered with and should be left switched on. Hoveringham Parish Council will not be liable if access to the guest WIFI becomes unstable, unsecured, slow or unavailable for any reason whatsoever.
- A first aid box is in the lobby. You must notify us if there is an accident on the premises and the accident book must be completed. Please also notify us if any first aid supplies are used.

**Parking:** There are limited spaces available in front of the village hall. For on-road parking, the Hirer shall request guests to park on the side of the road closest to the hall only and not (due to problems with emergency vehicle access) on both sides of the road. Parking must be considerate and not block driveway access or park on the pavement.

#### **End of Hire:**

- The use of the premises must end by the end of the hire period (this is midnight for an evening hire). This means that guests must have left and the premises cleaned and secured by this time. Post event cleaning can be booked direct with our cleaner at an additional cost. Alternatively, you can arrange to return to the premises the following morning to clean. However, this time must be booked and is chargeable.
- The Hirer must clean and return the premises to the condition it was made available so that it is ready for re-use and in accordance with the checklist attached.
- Any breakages must be notified as per the check list and may be charged.
- The premises must be properly locked (with both front door locks locked) and the premises secured with windows closed and keys returned to the key safes. The key safe code should not be left displayed.
- All refuse and recycled materials must be removed from the building at the end of the hire period. Only non-recyclable waste is allowed within the trade waste bin in the car park. Glass may be placed in the glass bins if space is available. **The Hirer must remove items for recycling and overflow waste. No items, black bags etc are to be left in the carpark if the bin is full.**

#### **Liability**

- Hoveringham Parish Council is not responsible for anything that may affect your event that is beyond Hoveringham Parish Council's reasonable control, such as weather conditions, power cuts and so on. We recommend that you consider obtaining cancellation insurance to guard against unexpected events.
- Hoveringham Parish Council does not accept responsibility for any loss, damage or theft of personal property belonging to the Hirer, its suppliers or any guests. The Hirer must ensure that they have appropriate insurance in place to cover their own liability and risk and that of their contractors and guests.
- Hoveringham Parish Council will not be liable for any injury, loss or damage suffered by the Hirer or their guests, except where such injury, loss or damage was caused by its negligence.
- Save in relation to any personal injury caused by its negligence or any other liability that cannot be excluded by law, the total liability of Hoveringham Parish Council to the Hirer under or arising from its contract with the Hirer shall not exceed the hire fee paid by the Hirer.

**Signature page and checklist follows**

**Please sign and date this agreement, confirming that you have read our Terms and Conditions of Hire and have understood them and agree to abide by them.**

Signed.....

Dated.....

Details of person responsible for condition of Hall on completion of Hire

Name..... Tel.....

Email .....

Please send this form and confirmation of payment sent c/o the Booking Clerk :

mailto: enquiries@hoveringham.net

**EVENT CHECKLIST** This checklist (3 pages) **MUST** be left in the external Post Box on leaving. Your deposit will be retained unless the following has been completed:

Date and time of Hire.....Please **tick** to confirm all tasks completed

<b>MAIN HALL</b>	Please tick when completed
Roof Windows closed - Velux controller side of Entrance doors (Instructions on wall).	
25 Chairs in Church left side extension - remainder stacked correctly (in a stable position) in right hand store in 8's as per pictures provided. <b>STACK CHAIRS WITH and ARMS TOGETHER.</b>	
All the large tables to be on the two large trolleys and returned to the right hand store. Security straps to be put in place. Please follow proper lifting techniques when moving tables and chairs.	
Small tables onto small trolley and returned to right hand extension. Security strap in place	
Floor swept. Damp mop wine or food accidents. Mops are colour coded – the green mop is for the main hall.	
Screen / room divider adjacent to shower room, Table Tennis Table If used to right hand extension.	
All windows shut and secured and doors shut and locked as applicable	
Ladders if used returned to secured position in right hand store.	
All decorations, Hirer equipment and litter removed.	
<b>KITCHEN</b>	
All gas hobs and oven switched off, left clean and cover replaced on cooker hob.	
Roof Window closed - Velux controller side of hatch. (On/Off. P1 opens. P1 twice closes).	
Extractor Fan switched off – above splashback	
<b>KITCHEN CONT</b> Drinking water boiler off – Switch sited on wall.	
Dishwasher <b>MACHINE DRAINED</b> : Remove plug, set to drain and follow instructions provided.	
Fridge empty including ice box, - Leave Switched On – Switch sited on wall.	

Freezer Off – <b>DOOR LEFT OPEN</b> Switch Off at wall. (Occasionally Parish Council supplies may be in the freezer please leave ON if this is the case).	
Used Crockery washed and returned to correct cupboards. Please report any breakages (the right to charge for these is reserved).	Please tick when completed
<b>KITCHEN CONT.</b>	
All used cutlery and glasses returned to correct drawers / cupboards.	
Floor mopped – Mops are colour coded to prevent contamination- blue is for the kitchen area. Separate cloths must be used to clean the kitchen. Blue cloths left in the kitchen are for use in the kitchen only.	
All lights off – Switch by either door.	
<b>MINKLEY ROOM</b>	
25 Chairs to be tidy around the walls	
2 Large tables erected at far end	
Screen dividers at far end and hanging rail left at the door end.	
Floor vacuumed – Mr Henry Vacuum kept in Disabled toilet	
Windows are shut and secure	
Porch Door is a fire door to be left secure and porch light out - switch by porch door in entrance lobby.	
All decorations, Hirer equipment and litter removed.	
<b>TOILETS</b>	
Leave toilets in a reasonable condition; we do not expect you to mop floors or clean toilets but toilets should be flushed and clear with no litter on the floor. Bins (but not sanitary bins) should be emptied.	
<b>ENTRANCE LOBBY</b>	
Floor swept and/or vacuumed – Mr Henry the Vacuum kept in Disabled Toilet	
All lights out - 3 switches by front door	
Hall locked (please lock BOTH locks of the front door) and keys replaced with key code scrambled so not visible.	

All refuse removed from premises. Council Waste bin is for non-recyclable waste only. Glass may be left in the glass recycling bins if space is available. Loose items/bags of waste cannot be left outside the hall and must be taken away.	
--	--

**Please use this space to report any breakages or issues with hire. You must notify us of any accidents on the premises or use of first aid supplies:**

**Persons responsible for condition of Hall on completion of Hire**

Name .....

Phone..... E-mail .....

Signed .....Date and Time.....

Please leave this form in the village hall letterbox on the wall by the key safes.