

<b>Description of Event</b>			
<b>Date</b>			
<b>Start Time</b>		<b>End Time</b>	
<b>Total Hours Booked</b>		<b>Total Hire Charge</b> £	
<b>Name</b> <i>(Must be 18 or older)</i>			
<b>Address</b>			
<b>Contact Telephone</b>			
<b>Contact Email</b>			

**Details of the latest hire charges can be found on the [Guilden Morden Village Hall website](#)**

- Charges will be for the period booked, or the period occupied, whichever is the greater.
- The hire charge includes the use of tables, chairs and crockery - these may only be used inside the Village Hall and are not to be taken outside.

**Deposit**

- A deposit of £100 will be charged - This is fully refundable subject to the conditions of hire.

<b>Temporary Event Notice Needed? (delete as applicable)</b>	Yes	No
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<b>Responsible Adults For Children Under 18 Who Will Be Present</b>					
For every 10 children under 18 a responsible adult must be in the Village Hall for the whole event - List below the names of the adults, 1 name per 10 under 18s:					
1 - 10		31 - 40		61 - 70	
11 - 20		41 - 50		71 - 80	
21 - 30		51 - 60		81 - 90	

**I am the hirer responsible for the event and**

- have read and understand the Rules pertaining to the hire of the Hall & agree to abide by them;
- will ensure any responsible adults listed will be present in the Hall for the whole event;
- enclose full payment and the deposit with this application (cheques payable to ‘**Guilden Morden Village Hall**’).

Signed..... Date.....

*The Village Hall Management Committee only needs this page for a booking - Other pages are for the hirer*

**Data Protection**

We collect data for the purposes of providing or administering activities related to the hall use and hire only.

## Village Hall Rules

The rules are laid down by the **Village Hall Management Committee** ('VHMC') and are subject to change at its discretion.

### Conditions of booking

1. All requests to hire the Village Hall ('the Hall') shall be made to the booking secretary.
2. Any requested use of the Hall after midnight must be agreed with the VHMC and confirmed in writing before the event.
3. The VHMC reserves the right to refuse any application to hire the Hall.

### Fees

4. A hire fee applies to the period booked.
5. An extra fee will be charged if the hirer occupies the Hall for longer than is booked.
6. The fees are listed on the **Guilden Morden Village Hall** website.
7. Payment for any commercial hire must be made in full at the time of the booking or will be invoiced monthly in arrears by prior arrangement;
  - 50% of the hire charge will be retained in the event of a cancellation.
8. Payment for a private function must be made in full at least seven days before the event.
9. For private functions a deposit is required;
  - This will be refunded in full if the Hall has been left clean, tidy and no damage has been caused.
10. The VHMC may use the deposit to;
  - Cover the cost of any exceptional cleaning or repairs; and
  - Replace any keys or locks if any keys are not returned or are damaged.
11. The committee reserves the right to charge for late return of any keys;
  - Keys must be returned by 10am the morning after an evening event unless otherwise agreed in advance.
12. In the event of malicious damage, the hire agrees to pay the VHMC costs incurred in excess of the deposit;
  - This includes misuse of the fire extinguisher.

### Use

13. Intoxicating liquors are not allowed on the premises, except by permission of the VHMC;
  - If liquor is to be sold a suitable licence must be obtained and the VHMC's permission obtained and confirmed in writing before any application is made for the licence.
14. Dogs may only be brought into the Hall by written permission of the VHMC before the event;
  - With the exception of registered assistance dogs.
15. Nothing shall be done in, or in relation to the premises in contravention of the law relating to Betting, Gaming and Lotteries and the person or organisation to whom the Village Hall is let shall be responsible for seeing that the requirements of the Betting Gaming and Lotteries Act 1963 and subsequent Acts are strictly observed.
16. There must be NO smoking anywhere in the Village Hall;
  - It is a criminal offence to smoke in an enclosed or substantially enclosed public space.
17. The VHMC is not responsible for any third party's property or goods that may be lost or stolen while in the Village Hall or grounds of the Village Hall.

### Supervision

18. The hirer is responsible for:
  - Having adequate insurance cover and any licences which may be required for the activity;

- Ensuring intoxicating liquors are not brought onto the premises except by written permission of the VHMC and for ensuring that the necessary licences are in place if needed;
    - See Rule 13 relating to the sale of alcohol.
19. Ensuring a suitably competent person is appointed as fire warden and that said person is made familiar with the role and the procedures contained in the section called “ Fire warden’s responsibilities”.
  20. Ensuring that the maximum number of persons occupying the Hall is not exceeded;
    - The maximum depends on the activity but under normal circumstances this is 160 people
    - Notifying the VHMC in advance if a significant number of people using the hall are likely to be mobility impaired or unable to follow standard fire evacuation discipline (e.g. young children) as this may affect the occupancy limit.
  21. The proper use of all equipment.
  22. Conduct of anyone attending the event and their compliance with the terms of the hire.
  23. Ensuring that no damage is done to any of the Hall property, including ensuring that no shoes or boots are worn which may damage the floor.
  24. The security of the Hall during the event.
  25. Ensuring that the activities of people associated with the event and all noise, including music, do not inconvenience the neighbours either;
    - during the event, when leaving the premises or after the event.
  26. At the end of the event, within the period of hire, ensuring that;
    - the Hall is left in a tidy and reasonable state including;
      - removing any food from the fridge;
      - cleaning ovens or fridges if used.
    - equipment or apparatus is tidied away and switched off, including;
      - all electric lights and heaters and
      - all water taps are turned off.
    - ensuring any excess rubbish which will not fit in the Hall bins is removed.
  27. Ensuring the Hall is left locked and fully secure, including all windows and external doors.
  28. Reporting, in writing or by email, to the VHMC, within 24 hrs, any damage caused or other contraventions of the Hall rules.

### **Monitoring**

29. Any nominated member of the VHMC has right of entry to any function held at the Hall for the purposes checking whether the rules and obligations are being met.
30. Members of the VHMC have the right to;
  - Expel any person wilfully damaging or destroying any property belonging to the Hall, to require compensation in full and to consider prosecution;
  - Require any person using obscene language or behaving in an unruly manner to leave the building;
  - Prohibit any games or activities they consider objectionable;
  - Prohibit any person who refuses to leave the premises when requested to do so from attending any further functions held in the Hall.
  - Report to the police or other appropriate authorities any anti-social behaviour, including smoking on the premises, damage or other concerns related to activities taking place.

### **General Layout**

Please refer to the Village Hall plan for details of the hall layout, toilets, water stop cocks etc..

## **Fire warden's responsibilities**

As a condition of hiring the Village Hall it is the responsibility of the hirer to ensure that a suitably competent person is appointed as fire warden and that said person is made familiar with the role of fire warden and of the fire alarm and evacuation procedures contained below.

The only exception to the above statement shall apply if both:

- the hire arrangements mean that no more than 2 persons are in the Hall at the same time; and
- neither person suffers from a disability that could impair the observance of a need to evacuate the building or the ability to evacuate.

The fire warden is required to:

- To be present whilst the building is occupied or appoint a deputy who has equivalent competency.
- Be familiar with the plan of the building and in particular with the fire and smoke detectors, and the evacuation routes.
- Be alert to the fire and smoke alarms distributed around the building. Should any alarm start to operate to investigate the cause, if it is safe to do so, simply to confirm it is not a false alarm.
- To ensure the building is evacuated by the quickest and safest routes available should that be necessary or where no reason for a false alarm can be identified.
- To make a visual check, provided they do not put themselves in danger, that all areas of the Hall that were in use have been evacuated.
- As far as practical to complete a roll call following evacuation to ensure all persons are accounted for - This will be especially relevant should children or disabled persons be amongst the visitors to the Hall.
- To ensure the emergency services are called if needed and given the appropriate address.

### **Notes:**

- A plan of the building showing evacuation routes and smoke/fire detectors can be found in the Hall.
- It is recognised that some events held in the Village Hall will make it very challenging to have a full roll call following an evacuation - In such a case it is even more important that the visual check of all used areas is completed.
- There is no formal assembly point associated with the Village Hall due to the large open area allowing free movement to the most suitable place depending on circumstances at the time however the nominal assembly point is the open ground behind the Edward VII public house.
- The fire warden may delegate some or all of these tasks but retains responsibility for ensuring completion.
- The address of the Hall is:
  - Guilden Morden Village Hall**
  - Fox Hill Road**
  - Guilden Morden**
  - Royston**
  - SG8 0JF**