

## Temple Sowerby Victory Hall Booking Form

This booking form sets out the detail for the hire for all or a part of Victory Hall, registered charity number 1177446. Any questions should be raised initially with one of the booking contacts.

| Details  |                           | Notes  |
|--|---------------------------|--|
| <b>Hirer</b>   |                           | Name, organisation, address, email, phone contacts   |
| <b>Date of application</b>                             |                           |  |
| <b>Dates and times required</b>                        |                           | Please include time for setting up and clearing  |
| <b>Hiring fee</b>                                      |                           | Agreed fee   |
| <b>Deposit</b>   |                           | Victory Hall reserve the right to request a deposit, see terms   |
| <b>Rooms booked</b>                                    |                           | Victory Hall has 3 rooms, see capacities below   |
| <b>Purpose of Hire</b>                                 |                           | Bookings may be declined without providing a reason, see conditions  |
| <b>Commercial Hire</b>                                 | Yes/No                    | If hiring for a commercial organisation you will need to provide liability insurance   |
| <b>Will tickets be sold?</b>                           | Yes/No                    |  |
| <b>Will there be recorded or live music?</b>           | Yes/No                    | The Hall has a license for live and recorded music. Please consider the potential for noise annoyance  |
| <b>Will food be provided?</b>                          | Yes/No                    | You must follow the guidelines in the Hiring manual and food safety practices  |
| <b>Will alcohol be provided?</b>                       | Yes/No                    | Discuss with the Trustees if this is to be under the Hall's Premises Licence or if you need to apply for a TENs. You will need to complete the Alcohol Booking Form in addition to this form |
| <b>Will there be a Raffle or any form of Gambling?</b> | Yes/No<br>Provide Details | If raffle state if ticket sold at event or before. State approx. value of prizes. Other types of gambling may not be permitted.  |
| <b>Will a film be shown?</b>                           | Yes/No                    | The film will need to be licensed for public screening, and you must enforce the age classification  |
| <b>Will children or vulnerable people be there?</b>    | Yes/No                    | Private children's parties and other family events excluded – see details below on Safeguarding  |
| <b>Ramp required to access ground floor?</b>           | Yes/No                    | The ground floor rooms can be accessed in a wheelchair if a ramp is used at the entrance   |
| <b>Maximum number of people onsite</b>                 |                           | The maximum for the hall is 100, with 20 in each of the lower rooms.   |

Signed \_\_\_\_\_ Date \_\_\_\_\_

Mobile Phone emergency contact \_\_\_\_\_

# Temple Sowerby Victory Hall Booking Form

By signing you accept the terms and conditions of hire below and agree to follow the processes documented and made available within the Village Hall. Please sign in and out each day of hire and log any issues or any items consumed - first aid kit, cleaning needed etc.

## **Standard Conditions of Hire**

All policies referenced are available within Victory Hall or to download from Facebook or website.

**Age** - Hirers must be over 18 years old.

**Responsibilities** - during the period of hiring you are responsible for supervision and care of the premises, both fabric and contents. You are responsible for the behaviour of all persons using the premises during your period of hire and you must make good or pay for any damage.

The Hall must be left clean and tidy, all doors locked and the premises secure.

**Use** – the premises may only be used for the purpose you identify and may not be sub-hired. You must follow all guidance and conditions including those of the Hall insurance policy. Booking may be declined without a specific reason being given, and the Hirer may then appeal to the committee.

**Cancellation** – if we must cancel a booking then a refund may be made of the deposit but there is no liability for any direct or indirect losses or damages.

**Insurance** – the Hall has insurance and a copy is made available which you should read, this insurance includes Hirers cover which is limited and subject to your reading the terms and conditions and signing to confirm that. By signing this agreement, you indemnify us against any insurance excess and the difference between any liability incurred and the monies received from the insurance policy. Because of this liability you may wish to take out insurance yourself.

**Licenses for entertainment, music and films** – it is the Hirers responsibility to comply with the Hall's Premises Licence for this type of entertainment. Age classification must be enforced for films, and films must be rented on the basis of their being used for public events.

## **Alcohol Licensing**

Hirers must be aware of their obligations under the Licensing Act 2003, be licensed and ensure that alcohol is not sold to those under 18 years of age and have processes in place for this. See Alcohol Booking Form.

**Deposit** – a deposit may be charged, this will cover any cost of cleaning the Hall after use if it is not left tidy. It will be refunded within 28 days of the period of hire if no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring because of the hiring.

**Room capacities and fire safety** – the main room has a capacity of 100 people or 75 seated, and the smaller rooms downstairs each have a capacity of 20. These capacities must not be exceeded for reasons of fire safety and evacuation, Hirers would be personally responsible for any injuries if these capacities were exceeded. Equally all fire exits must remain unblocked and if people with restricted mobility are on premise then the Hirer should have a plan for their evacuation.

**Safeguarding Children and Vulnerable Adults** – All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately as per Victory Hall's policy on this matter.

It is the Hirer's responsibility to familiarise themselves with the village Hall and review safety, completing a risk assessment where appropriate. The right is reserved to cancel a booking if a risk assessment is not provided when asked for, this particularly applies to large events or where children or vulnerable adults are involved.

Organisations hiring out the Hall that are undertaking regulated activities must demonstrate they have the necessary checks and registrations in place. Any User hiring the Hall to provide a facility for children will be required to show their CRB/DBS disclosure certificate to the Booking Secretary or Trustee and the disclosure number will be recorded.

The only exception to the above is when the hall is hired out for a private children's party or other family activities. The Trustees take no action to vet the person(s) hiring the Hall for these one-off activities.

**Public Safety** – Fire exits are marked within the Hall and Hirers should familiarise themselves with those and the fire notices. Fire exits should not be locked or blocked, nor should fire doors be held open on an ongoing basis – the catches provided are simply to enable tables to be moved through by a single person, they must be closed immediately after.

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**Noise and behaviour** – the Hirer is responsible for ensuring that noise or disorderly behaviour does not impact neighbours. Anyone suspected of being drunk, drugged or disorderly will be asked to leave in accordance with the Licensing Act of 2003.

**Food Safety** – if food is being prepared then you must follow the guidelines provided in the Hirers manual and the relevant food safety and hygiene regulations. All perishable food on the premises should be stored at the correct temperature, the fridge is provided with a thermometer for this. Food production should be supervised by someone with the required training and experience.

**Electrical Appliances** – any appliances brought into the Hall must be in safe, working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

**Stored Equipment** – no responsibility can be taken for equipment stored or left at the Hall.

**Smoking/Vaping** – Victory Hall is a no smoking and no vaping area

**Accident reporting** – Any failure of equipment, problem with facilities or accident must be reported and noted in the fault book or the accident book held at the Hall. Serious accidents reported to the Booking Secretary will need to be recorded under the RIDDOR 2013 regulations.

**Explosive, Flammable or Dangerous substances** – are not allowed within Victory Hall, if in doubt please contact the Booking Secretary. No heating appliances are allowed other than existing.

**Wi-fi** – where wi-fi is made available it must only be used for lawful purposes, respecting copyright.

**Animals** – are not allowed in the hall, unless agreed in advance with the Trustees.

## **Policies**

The following policies are referenced in the terms and condition. They are available to be downloaded from the village website and copies kept in the hall.

*Equal Opportunities Policy Vulnerable Adult and Child Safeguarding Policy*

*First Aid and Accidents Policy      Booking Policy*

*Licensing Policy                      Hirers Manual*

## **Data Privacy**

Victory Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Hall Secretary. The Hall's policy is covered in the document "Data Protection GDPR Policy".