

# Temple Sowerby Victory Hall Booking Form and Booking Policy



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

Details		Notes
<b>Hirer</b>		Name, organisation, address, email and contact
<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 combined PRS/PPL license for recorded music. Please consider the potential for noise annoyance.
<b>Will food be provided?</b>	Yes/No	You must follow food safety practices and observe guidance in this form regarding Fire safety.
<b>Will alcohol be provided?</b>	Yes/No	Check that the hall's licensing meets your requirements and follow guidance.
<b>Will a film be shown?</b>	Yes/No	You must provide evidence of a Temporary Entertainment Notice from Eden D.C. The film will need to be licensed for public screening, and you must enforce age classification.
<b>Will children or vulnerable people be there?</b>	Yes/No	See details below on Safeguarding. (Note that for private children's parties and other family events the usual rules do not apply.)
<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 upper hall is 100, and there is a maximum of 20 in each of the lower rooms.

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

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

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.

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## 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 have to 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.

**Licences for entertainment, music and films** – it is the hirer's responsibility to have the relevant licences, through the PRS and PPL licences that the hall has or through their own. Age classification must be enforced for films, and films must be rented on the basis of 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.

**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 upper hall 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.

**Car parking and Access** – The small cobbled area immediately in front of the hall may be used for unloading; fire exits must not be obstructed. The rear entrance to the pub through the sandstone arch should not be blocked. Cars may be parked on the road in front of the church. Cars must not be parked on the grassed areas in front of the hall. Cars are parked at owner's risk.

**Kitchen** – the kitchen has a range cooker, microwave, fridge-freezer, kettle, an aluminium teapot and water heater; there is also a range of utensils, crockery and glasses. Washing up liquid, cloths

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and tea-towels are provided. Water is heated via an instant heater; the switch is in the cupboard underneath and to the left of the sink.

Please do not wash fat or fatty liquids down the drain, as the plumbing is easily blocked.

**Heating** – All rooms are equipped with radiators. Each room has a single thermostat near the door controlling all radiators in the room. Please do not adjust the radiators individually.

**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 the 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 other Officer and the disclosure number will be recorded.

The only exception to the above rules is when the hall is hired out for a private children's party or other family activities. The Management Committee takes 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.

There are two fire extinguishers by the Entrance. There is a fire extinguisher and fire blanket on the right as you enter the kitchen.

Between the two downstairs meeting rooms is a fire door. Please do not switch off the right hand light switch by the fire door. This controls the outside security lights.

**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 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** – Victory Hall is a no smoking area

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**First Aid** – A well-stocked and appropriately labelled First Aid Box is available in the medicine cabinet inside the ladies toilet, and another in the kitchen.

The hirer should ensure that they have a mobile phone with them in case of an emergency and this number should be included on the Booking Form.

**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.

- Details of the nearest Minor Injuries and Accident & Emergency Units are on the noticeboard by the entrance.
- Accidents should be recorded in the Accident book, and include this information: name of casualty; date/time/place of incident; cause; description of injury; treatment administered; whether or not medical aid was sought; name of person who dealt with the incident.
- Serious accidents must be reported to the Booking Secretary, and will need to be recorded under the RIDDOR 2013 regulations. Serious accidents include: fracture (except fingers/toes); major limbs; amputation; dislocation; sight loss; penetrating eye injury; electric shock or burn leading to hospitalisation; any unconsciousness; acute illness from absorption of any substance; acute illness from a biological agent, toxins or infected material.

**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.

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

**When you leave** –

- Please switch off: all lights, including the toilet lights, but not the outside security light; the instant water heater underneath and to the left of the sink in the kitchen; the main heating control by the front door;
- Please leave the hall as you found it (hiring is on a self-cleaning basis);
- Please leave the curtains open.

## **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".