



Agreement to Hire Southam Village Hall

To request a booking of the Southam Village Hall ('Hall'), please complete PAGE ONE of this form and return it to the Booking Secretary, **Mr. M van Zyl, The Bungalow, School Lane, Southam, Cheltenham, GL52 3NR**

Please note that this form must be completed and returned to the above address together with the deposit and full payment for the hire charge as soon as possible.

Charges & Payment: The hire charge for bookings is: £25/hr. (£20/hr for Southam Residents), or such increased hourly rate as may be in force on the date of your event. Nominally a deposit of £100.00 per booking is required. A higher deposit charge may apply depending on the nature of the booking. See Conditions of Use section 6.3. The deposit is to cover any **damage** and/or **infringement** of the Conditions of Use and is returnable via BACS after the Hall has been checked. Adherence to the Terms and Conditions is imperative, including the terms of the Hall's Premises Licence where applicable and failure to do so will result in the deposit being forfeited. Regular or repeated booking charges can be obtained from the Booking Secretary. The deposit may be waived or returned after an agreed number of bookings.

Paying by Cheque. The cheque should be payable to "Southam Village Hall Management Committee" and cover the hire charge and deposit. Please write the date and time of your booking on the back of the cheque.

Paying by Bank Transfer. Sort code is **309572** Account number is **00916476**

For the Reference, enter the first six letters of your name and date of reservation. e.g. **PeterS18Sept**

Please email proof of payment and include your **Account Name, Sort code, Account number and amount paid.**

Your bank details are required to enable the refund of your deposit after the event.

Account Name: _____

Sort code: _____ **Account number:** _____

| Booking Requirements (for completion by the Hirer) | | | |
|---|-------------|-------------|--------|
| Name ('Hirer') | | | |
| Address | | | |
| Post Code | | | |
| Contact phone number | | | |
| Email address | | | |
| Purpose of hire | | | |
| Date required:* | Start Time: | Finish Time | |
| | | | |
| Door Keypad contact if different from above | Name: | Telephone: | Email: |
| I accept the Conditions of Use (attached). | | | |
| I enclose £ (including deposit) in payment of hire charge for use of Southam Village Hall. | | | |
| Hirer's signature: Date : | | | |
| Acceptance of Booking (for completion by the Southam Village Hall Management Committee) | | | |
| Southam Village Hall management committee agrees to permit the Hirer to use the Village Hall subject to the provisions of this agreement: | | | |
| Signed on behalf of the Committee : Date : | | | |

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*** To book more than one date, please complete the multiple booking form.**

Multiple Bookings (for completion by the Hirer)

| Day (e.g. Monday): | Date: | Start (time): | Finish (time): |
|--------------------|-------|---------------|----------------|
| | | | |
| | | | |
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Block Bookings (for completion by the Hirer)

I would like to request the following regular bookings for the Hall:

| Day (e.g. every Monday): | Start (time): | Finish (time): |
|---------------------------------|---------------|----------------|
| | | |
| | | |
| | | |
| Except for the following dates: | | |

Please note that multiple or block bookings will need to be re-booked annually.

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CONDITIONS OF USE

1. FEES

- 1.1. The Hirer shall pay a booking deposit. A booking is not considered to be confirmed until the booking deposit is received, apart from multiple/block hirers with whom alternative arrangements have been negotiated.
- 1.2. After the hire period, the booking deposit shall be returned via BACS to the Hirer providing ALL the terms and conditions of this contract have been observed. If the conditions of this contract have not been adhered to, the whole or a portion of the booking deposit will be forfeited and retained at the discretion of the committee.
- 1.3. All hire fees are payable not less than 14 days in advance of the booking except for multiple/block hirers with whom alternative arrangements have been negotiated.
- 1.4. Use of the Hall is not permitted unless both the booking deposit and hire charge have been paid, except for multiple/block hirers with whom alternative arrangements have been negotiated.
- 1.5. Hire fees will be agreed annually.

2. FIRE PRECAUTIONS

- 2.1. Fire escape routes and fire exits must be always kept clear. The location of fire extinguishers and fire exits is shown on the plan attached to the annexed Fire: Prevention and Control document.
- 2.2. The Hirer must notify the Booking Secretary, or a Committee Member as soon as possible should the emergency lighting come on during the hire period. (Contact numbers for the Committee Members are listed on the notice board in the Hall lobby).

3. SUPERVISION

- 3.1. The Hirer is, during the period of the hiring, responsible for supervision of the Hall and its contents and for the behaviour of all persons using the Hall whatever their capacity, including proper supervision of car parking arrangements. Nothing must be attached to the walls, doors, curtains or furniture by means of pins, nails, screws or adhesive tape. Any damage or breakages must be reported promptly to the Booking Secretary or a Committee Member. The Hirer must make good or pay for all damage (including accidental damage) to the Hall or to the fixtures, fittings or contents and for loss of contents.

4. USE OF HALL

- 4.1. The Hall must not be used for any purpose other than that described at the time of booking. The Hirer must not sub-hire the Hall nor allow the Hall to be used for any unlawful purpose nor bring into the Hall anything which may endanger persons or the Hall or that may render invalid any insurance policies relating to the Hall.
- 4.2. The Hirer is permitted to use the main hall and stage, lobby, kitchen, toilets and the tables and chairs in the storage area adjacent to the main hall. Use of the Hall grounds is permitted
- 4.3. The Hirer is responsible for the setting up tables, chairs and for any other preparation that may be required and for clearance of the Hall including the removal of anything brought by the Hirer. The Hirer is not permitted to enter the Hall before the start of their booking and must vacate the Hall by the end of booked period.
- 4.4. The Hirer is responsible for ensuring that the capacity of the Hall is not exceeded.

5. SHOES

- 5.1. Narrow heeled shoes and shoes fitted with wheels will damage the Hall floor and must not be worn in the premises.

6. YOUNG PERSONS

- 6.1. The Hall cannot be hired by persons under 21 years of age
- 6.2. Hiring for use by young people can only be made by a parent or guardian who must be in constant attendance throughout the booking, and who will be completely responsible for the condition of the Hall, the supervision of the young people and observance of the conditions of use. At least the minimum number of adult supervisors required by law must be present during your event. Children must be protected from harm.
- 6.3. The Hall is not available for parties for ages 13 to 20 (including 18th birthday parties) except under more stringent conditions which include a deposit of £500, the provision of professional security staff, no public ticket sales and no bar or alcohol allowed on the premises.
- 6.4. No person may be admitted to a film who is below the age classification for the film showing.

7. FIREWORKS

- 7.1. No fireworks may be used within the hall or its grounds.

8. CAR PARKING

- 8.1. Hirers and their guests should use the Hall car park for all vehicles whenever possible. No vehicles should be parked on the road in a way that obstructs the free flow of traffic (especially for emergency vehicles) or access to other properties. Vehicles and their contents are left at their owner's risk.

9. CANCELLATION

- 9.1. Notice of cancellation must be given to the Booking Secretary. The minimum periods of notice required for the cancellation of a booking are seven days for a weekday booking and one month for a weekend booking. If less than 48 hours notice is given, the full booking fee must be paid.
- 9.2. The Committee reserves the right to cancel a booking but will not do so without reasonable cause. For example cancellation may be necessary because the Hall is required for use as a Polling Station or in connection with a local emergency, or because the Committee reasonably considers that the hiring will lead to a breach of legal requirements. There may be other circumstances where it is reasonable for the Committee to cancel the booking.

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10. ACCESS TO THE HALL

10.1. Access to the Hall is controlled by a security keypad. The Committee will provide the individual identified on the booking form with the current entry code prior to the booking. It is the responsibility of the individual to whom the code is passed to keep the entry code confidential.

11. HEATING AND HOT WATER

11.1. A gas-fired boiler is situated in the kitchen and is thermostatically and time controlled. The boiler settings must not be altered. To adjust the Hall temperature please use the individual radiator thermostats and reset to maximum on your departure. A water heater is located in the kitchen. If used it must also be switched off on departure.

12. WASHING UP FACILITIES

12.1. Tea towels and washing up liquid are not provided by the Hall. It is the responsibility of the Hirer to provide these if required.

13. SMOKING

13.1. Smoking is not permitted in any part of the Hall.

14. LOST PROPERTY

14.1. Any lost property found should be placed in the Lost Property box on the stage and not removed from the hall.

15. END OF HIRE

15.1. The Hirer is responsible for leaving the Hall and surrounding area in a clean and tidy condition, with doors and windows properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions must be properly replaced. In particular please ensure that you:

- 15.1.1. wash all kitchen equipment and crockery and put it away after use
- 15.1.2. switch off all lights and electrical appliances when you vacate the building
- 15.1.3. close all windows
- 15.1.4. sweep/clean the floor.
- 15.1.5. return the tables and chairs to their original storage area, tables having been wiped down and chairs stacked no more than seven high. The centre aisle of the storage area must be left clear for the fire exit. Chairs and tables must not be dragged but should be either lifted or moved using the trolley.
- 15.1.6. empty all rubbish into the appropriate bins outside the Hall.

16. LICENCES

16.1. The Hall has a Premises Licence authorising the following regulated entertainment and licensable activities (marked 'yes') between the times indicated.

| | | |
|--|-----|------------|
| a. The performance of plays | Yes | 9am - 11pm |
| b. The exhibition of films | Yes | 9am - 11pm |
| c. Indoor sporting events | Yes | 9am - 11pm |
| d. Boxing or wrestling entertainment | No | |
| e. The performance of live music | Yes | 9am - 11pm |
| f. The playing of recorded music | Yes | 9am - 11pm |
| g. The performance of dance | Yes | 9am - 11pm |
| h. Entertainments similar to those in a - g | Yes | 9am - 11pm |
| i. Making music | Yes | 9am - 11pm |
| j. Dancing | Yes | 9am - 11pm |
| k. Entertainment like those in i- j | Yes | 9am - 11pm |
| l. The provision of hot food/drink after 11 pm | No | |
| m. The sale of alcohol | No | |

16.2. The Hirer must ensure that all necessary licences and permits required by law for the proposed function are obtained and remain valid throughout the period of hire. All conditions imposed by such licences and permits must be strictly observed.

16.3. You may need to give the licensing authority and chief police officer a Temporary Event Notice ('TEN') if your proposed event either (a) will take place wholly or partly in the Hall grounds (i.e. outside the building) and includes activities falling within any of the categories marked 'yes' in the table above or (b) falls within any of categories d, l or m listed in that table. If you are unsure whether a TEN is required for your event you should discuss the matter with Tewkesbury Borough Council. Because there is a limit on the number of TENs which can be granted annually for the Hall the number permitted must be regulated by the Committee and consequently a TEN must not be issued without the Committee's prior approval. Failure to comply with this requirement may result in the cancellation of your booking.

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17. ELECTRICAL APPLIANCE SAFETY

17.1. The Hirer must ensure that any electrical appliances brought by them to the Hall and used there are safe, in good working order, and used in a safe manner. All such appliances must have passed a Portable Appliance Test administered by a suitably qualified electrician within the 12-month period ending on the date of use.

18. INDEMNITY

18.1. The Hirer shall indemnify and keep indemnified each member of the Committee and the Committee's employees, volunteers, agents and invitees against

- 18.1.1. the cost of repair of any damage done to any part of the Hall, including its grounds and contents
- 18.1.2. all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the Hall (including the storage of equipment) by the Hirer,
- 18.1.3. all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the Hall by the Hirer.

19. ACCIDENTS AND DANGEROUS OCCURRENCES

19.1. The Hirer must report all accidents involving injury to the public to the Booking Secretary as soon as possible and complete the relevant section in the Hall's accident book which is held in the kitchen. Any failure of equipment belonging to the Hall or brought in by the Hirer must also be reported as soon as possible.

20. STORED EQUIPMENT

20.1. The Committee accepts no responsibility for any stored equipment or other property brought on to or left at the Hall and all liability for loss or damage is excluded. No perishable goods or foodstuffs may be stored at the Hall. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees may be charged. Any property remaining at the Hall without the written consent of the Booking Secretary may be sold or otherwise disposed of by the Committee.

21. CONSIDERATION FOR OTHERS

21.1. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park can disturb local residents.

22. CONDUCT OF HALL USERS

22.1. Please try to leave the hall as you would wish to find it.

22.2. Please remember to always be civil to other hall users and members of the management committee and their helpers. The management committee will not tolerate use of bad language or verbal/physical abuse of members of the committee, their helpers or other hall users. The management committee will not hesitate to involve the police should the need arise.

23. NO RIGHTS

23.1. This Agreement constitutes permission only to use the Hall and confers no tenancy or other right of occupation on the Hirer.