

LETTING APPLICATION, NORTON VILLAGE HALL

Name of Hirer _____

Address _____

Telephone Number _____

Date of hire of Norton Village Hall _____

Time the Hall is to be occupied _____

The agreed rate for hire is _____

Bar required ___ YES / NO ___

Additional Parking required ___ YES / NO ___

Agreed time & place for the keys to be collected/returned _____

Balance Due _____ Balance Received _____

Damage Deposit Received _____ Damage Deposit returned _____

Purpose of Hire (Not compulsory - Committee research only) _____

I, the hirer named above, agree fully to the terms and conditions of the agreement.

Signed _____

Print Name and Date _____

Agreed by the Village Hall Committee and signed by the Bookings Clerk or Committee member on their behalf

Signed _____

Print Name and Date _____

NORTON VILLAGE HALL

TERMS AND CONDITIONS FOR AGREEMENT FOR THE HIRE OF NORTON VILLAGE HALL AND PREMISES

The following conditions apply during the period of hire to any person(s) or group hiring Norton Village Hall.

1. In order to comply with the insurance regulations, the Hirer of the Hall (a responsible adult) must undertake to be on the premises throughout the time the Hall is in use and it may only be let to such an adult.
2. The Hall is only to be occupied by the hirer at the times within our premises licence agreed on the letting application having been approved by the Booking Clerk.
3. The Hall is in a residential area and noise levels must be maintained at a reasonable level during the use of the Hall. During the period of hire, all doors and windows must be kept closed in accordance with our premises licence. Any complaints received regarding the noise level emitting from the building will be passed to the hirer of the Hall to be dealt with.
4. The identified emergency exits must be kept clear at all times and it is the Hirers' duty to see to this.
5. The Hall is used by many different groups with a variety of requirements, so please leave the Hall with the tables and chairs stacked neatly away.
6. No person under the age of 16 years should go outside or leave the Hall without being accompanied by a parent or other adult responsible for that person.
7. The Hall has a fully licensed bar and as such if the bar is not requested by the Hirer, no alcoholic drinks are to be sold on the premises but may be provided at no charge to those in attendance. Where the bar is requested we recommend 1 bar staff for up to 50 guests and 2 if over 50 guests. Bar staff will be arranged by the Bookings Clerk and are to be paid directly by the Hirer.
8. No alcohol is to be sold to any person under the age of 18 years old.
9. No drinking or glasses to be taken outside.
10. No smoking inside the Hall at any time. If smoking outside, the sand boxes must be used for all discarded butts. Cigarette butts should be cleared up after use and before the keys are returned.
11. No children under the age of 14 years should enter the kitchen. Should this be allowed to occur during the period of hire, this is at the hirer's own risk. The Hall's insurance does not allow for this level of cover.
12. Parking around the Hall is limited. The hirer must ensure that the roadway and access to the Hundred House car park area is kept clear. For larger functions parking may be available in the adjacent field by agreement. Prior notification of this requirement must be given to the Booking Clerk to enable arrangements to be made and confirmed.
13. Any damage to or loss of cars or other belongings of people using the premises is at the owners' risk.
14. The single use hirer shall pay a £50 refundable deposit at the time of booking, which shall upon return of keys to the Booking Clerk be returned (providing that no damages have been recorded, chairs and tables stacked away and lighting had been turned off).

15. The hirer is liable for any damage or loss including to equipment or fittings in the premises. Should this occur any damage must be reported to the Bookings Clerk as soon as possible. If repair costs exceed the deposit amount of £50.00 you will be expected to pay the balance. (See 14)
16. For regular users of the Hall, no damage deposit is required – however you would also be expected to report any damage or loss within the Hall and to pay for excessive damage or charges incurred during the period of hire and to stack away the chairs and tables.
17. The Village Hall heating and hot water will set using the timer to come on 2 hrs before the start of the booking and will go off at the stated finish time on the booking form. **PLEASE DO NOT TOUCH THE TIMER SETTINGS AS IT WILL BE SET FOR OTHER HALL USERS.**
18. Charges for the hire of the Hall are as agreed at the time of booking with the Booking Officer as confirmed on the booking form. Payment will be made on collection of the key for single hire bookers and on a strictly 30 day terms for regular hirers.

CLEANING

19. In order to keep the cost of hire down, the Village Hall is professionally cleaned once a week only. The hirer is responsible for any additional cleaning that they may feel to be required before their event. Furthermore the hirer is responsible for cleaning the hall to a suitable standard after their event to include sweeping the Hall floor and mopping the kitchen floor if using the kitchen before they hand the keys back. **Failure to do this may result in the forfeit of the deposit.**
20. The hirer will read and fully adhere to the advice sheet accompanying this agreement.
21. The hirer must use their own tablecloths, tea towels, dishcloths and cleaning materials, removing them from the Hall after.

KEYS

22. The hirer is responsible for collecting and returning the keys to the agreed location at the agreed time. They are responsible for the security of the keys whilst they are in their possession. No additional copies of the keys must be made during this period.

POLITE NOTICE

23. Verbal abuse and/or threatening behaviour towards the Village Hall Committee, its volunteers or the Hall's neighbours will not be tolerated. In the event of such an occurrence the event may be stopped and the Police informed.

LETTINGS ADVICE SHEET

The Village Hall has recently undergone a refurbishment after a number of years of hard fundraising and donations. The Village Hall Committee is keen to maintain its condition for as long as possible, therefore we request that you follow these easy guidelines.

Please DO

- ✓ Bag all rubbish and place in the Village Hall wheelie bin outside near the door to the bar area.
- ✓ Recycle glass bottles, cans and plastics at the recycling bins outside to the rear of the Hall.
- ✓ Avoid fixing things to the wall, but, if absolutely necessary use the hooks provided around the Hall - only ever use "white tack" to gloss painted areas only if absolutely necessary, please remove carefully before leaving.
- ✓ Report any breakages/problems to the Booking Clerk as soon as reasonably possible.
- ✓ Record any accidents in the Halls accident record book located in the kitchen
- ✓ Leave the Hall as you would wish to find it, clean and swept; kitchen mopped.
- ✓ Use the kitchen extractor fan when using the oven to prevent condensation damage.
- ✓ The heating and hot water will be set on a timer for your booking; please do not alter the Boiler Controls as this may affect other bookings.
- ✓ Turn off all lights and kitchen equipment.
- ✓ Check all doors and windows are closed before leaving.

Please DO NOT

- ✗ Make excessive noise outside the Hall, this is a residential area and we don't want to upset our neighbours.
- ✗ Place any general rubbish in the recycling bins outside to the rear of the Hall, please use the wheelie bin provided.
- ✗ Never use pins or tape on the walls.
- ✗ Bring own drinks in when the Bar is open or bring drinks for sale into the Village Hall when the Bar is closed unless pre-arranged with the Bookings Clerk. This is contrary to our licence and may result in the cancellation of your event and financial penalties which will be passed onto the hirer.
- ✗ Leave the Hall unattended and unlocked at any time.