

OLD WESTON VILLAGE HALL BOOKING FORM

HIRE DETAILS

Name of Hirer:		Date of hire:
Hall is required from: to:		Enter the time that you require the hall, including time for set up and cleaning
Telephone No(s):		E-mail address:
Address:		
Purpose of Hire:		

HIRE CHARGES - The hall is £15.00 per hour to hire.

Total number of hours	
Total cost of booking	£

Payment Method

BACS [Sort code 20-43-63; Acc. No. 40677329.]

Please include your name/booking date as reference

DECLARATION

I have read and agree to abide by the Conditions of Hire, operating instructions and emergency procedures. I am over 18 years old.

Signed _____ **Date** _____

The booking will not be confirmed until this booking form has been completed and returned to the Bookings Secretary at: oldwestonvillagehall@gmail.com

GDPR Compliance Statement

The Old Weston Village Hall Committee is working within the requirements of the GDPR, which came into force on the 25th May 2018. The Committee captures and uses information for the sole purpose of

administering hall bookings. We do not disclose information to third parties, and we do not share information.

Should you feel that the OWVH has failed in some aspect of the GDPR and the processing of your personal details, in the first instance, please inform the OWVH so that we may investigate and correct our systems, should they require it.

CONDITIONS OF HIRE FOR OLD WESTON VILLAGE HALL USERS

The Hall is used for a wide variety of functions and events by a wide range of users. You must not use the Hall for any unlawful purpose and only for the purpose you have specified in the booking form.

The Old Weston Village Hall Committee aims to provide good experience to all visitors and user groups and is continuously looking to improve accessibility and facilities. Although the trustees of the Hall take all reasonable steps to ensure that the Hall is safe and clean for users, as the hirer, it is the primary responsibility of those booking the Hall to ensure the health and safety of users of the Hall. The Hall trustees accept no responsibility for accidents to hirers or their guests, and hirers should consider carefully taking out their own public liability insurance in case of any claims against them arising as a result of the hire.

Observance of licensing and legal requirements - . Some activities (e.g. the sale of alcohol or playing music at an event for which an admission charge has been made are subject to specific legal requirements and/or may require the filing of a Temporary Event/Performing Rights/Alcohol Licence in advance of your event. It is the responsibility of hirers and users of the Hall to ensure that they find out about, and comply with, any such requirements and, if required, obtain and comply with any conditions of any licence, or file any notice, which is required for their event.

Please speak to the Bookings Secretary if you need advice about this.

FIRE & SAFETY

Emergency exits should not be obstructed at any time. Please ensure that emergency vehicles can reach the Hall at all times. If you bring into the Hall any electrical appliance, it is your responsibility to ensure that it is safe and in good working order and used in a safe manner.

Under the applicable fire regulations, the maximum number of people permitted to be in the Hall is 100 people seated and 120 standing. In case of fire, evacuate the Hall immediately and call the fire brigade. Fire extinguishers are provided in the Hall and kitchen. It is your responsibility to ensure that everyone in the Hall knows how to evacuate the Hall in an emergency. Do not take any risks with personal safety.

The hirer must report all accidents involving injury to any person to a Hall trustee or the Bookings Secretary as soon as possible (the First Aid box is kept in the kitchen).

SAFEGUARDING

Old Weston Village Hall Committee believes that children and vulnerable adults have the right to be safe, secure and free from the fear and reality of abuse. All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately. All suspicions and concerns of abuse should be reported to the Chair of the Committee. This person has the responsibility for reporting concerns that arise, as a matter of urgency, to the relevant authorities or the police.

Any adult working with children or vulnerable adults (elderly, mentally and/or physically disabled), or who have unsupervised access, must have a current, satisfactory DBS check in place. It is the hirer's responsibility to ensure that these are in place before the hiring takes place. The committee may ask to see evidence of this. It is the hirer's responsibility to ensure that anyone who has not had this check is never left alone with a child or vulnerable adult.

In the event of a child or vulnerable adult not being collected after an event, the responsibility of dealing with the situation rests solely with the hirer who, if necessary, must seek advice or involvement from the relevant authorities or Police.

Any allegations of any incident that takes place on the hall site that are made to the committee will be reported to the relevant authorities. The committee will refer the matter to the police.

The Committee will endeavour to keep the premises safe for use by children and vulnerable adults. The Committee recognises that a higher standard of safety is required where use is made by small children and those who cannot read safety notices and physically disabled adults. It is the Hirers responsibility to make themselves familiar with the safety requirements of the building.

ARRIVAL & CAR PARKING - The Hall is located in Main Street Old Weston, PE28 5LL.

Whilst there are no specific disabled parking spaces, parking is available adjacent to the Hall entrance. There are parking spaces available to Hall users in the main car park. Parking is also available through the five-bar gate, which is signposted from the Village Hall. Please open the gates on your arrival to the hall if you are using the car park. If you are expecting a large number of people at your event please plan ahead and marshal parking.

Keys - The keys to the Hall are available through the Bookings Secretary, with whom arrangements for collection and return should be made. Please ensure that a responsible person keeps charge of the keys at all times. A charge will be made for lost keys.

Heating - Heating the Hall is very expensive. The heating is carefully regulated so that it should be at a comfortable temperature for most users at most times. If you do find the need to increase the heating, please do not turn up the thermostat to more than 21°. Please also use the fans to help keep the warm air in the lower part of the hall.

DURING THE EVENT

It is the hirer's responsibility to ensure that, Under the Licensing Act 2003, alcohol must not be sold to those under 18 years of age. It is the responsibility of the hirer to ensure that no children may be admitted to films when they are below the age classification for the film on show.

Care of the Hall - Do not use Blu-tak, tape or pins on the walls. Flyposting or any other form of unauthorised advertising is not permitted and you are responsible for ensuring that you do not, and do not permit anyone else to flypost or carry out any other type of unauthorised advertising.

We expect people to act responsibly when using the hall and the kitchen

LEAVING THE HALL

Noise - Music for evening events must end at midnight. When leaving the Hall after your event, particularly in the evening, please try to avoid unnecessary noise and disturbance to our neighbours.

Lighting / heating - Please turn off all internal and exterior lights when leaving. Please turn off the heating/ fans when you leave.

Tables and chairs - Please return all furniture to the side storage area after your event (stacking the chairs neatly in piles of 8) and clean it if needed. Please report any damage to the Booking Secretary.

Windows - The keys for the window locks are kept in the windows. If you open any windows, please remember to lock them again when you leave and return the keys to their place.

Kitchen and other equipment - Please leave the kitchen clean and tidy, wash and return the equipment before you leave. Make sure that all items (etc.. water urn, oven, warming cupboard have been turned off)

Rubbish - Put all rubbish in the appropriate bins outside of the hall. The grey bin is for general waste; the blue bin is for dry recyclable material and the green bin is for garden and food waste.

Hall keys - After your event, please ensure that all windows and doors in the Hall are securely closed and locked. . The keys must be returned promptly after your event.