

SCORITON VILLAGE HALL

Hiring Agreement

Please complete this form, and return on line to me. Should you wish to pay by cash/cheque, please hand in or send to c/o The Tradesmans Arms, Scoriton, Buckfastleigh. TQ11 0JB]

1. Purpose of Hiring:

2. Date of Hiring Hours from to

3. Hiring Fee: £

Less 10% nonrefundable deposit received £

Balance £payable mimimum 2 weeks before event

Damage deposit £ (At discretion of Village Hall committee). Returnable subject to satisfactory condition of premises at end of hiring. (Please supply separate cheque for this sum.)

5. Sale of Alcohol – Do you intend to sell alcohol? YES / NO

6. If the answer to question 5 is YES, you need to apply for a TEMPORARY EVENTS NOTICE (TEN) from South Hams District Council. In signing this form, you undertake to fulfil the legal requirements in this respect. Allow at least 3 weeks. Forms available from South Hams District Council online (www.southhams.gov.uk). It is the responsibility of the hirer to apply for the TEN if required. **Please verify with the Committee you have been granted a licence before your event.**

I agree to observe and carry out the provisions and stipulations contained in the Village Hall's STANDARD CONDITIONS OF HIRE, and in the GENERAL RULES GOVERNING THE USE OF SCORITON VILLAGE HALL.

Hiring Organisation (if applicable)

Name of individual hirer (or organisation's authorised representative):

.....

Address:

.....

Tel No.Email

Signed by the person named above, on behalf of the hiring organisation

..... Date:

A non-refundable deposit of 10% of the total booking fee is payable on booking. The balance is payable 2 weeks before the booking.

BACS:: Lloyds Bank, Scoriton Village Hall, A/C No. 00989777

SORT CODE 30-98-69

Cheques/cash made payable to Scoriton Village Hall can be sent to the Tradesmans Arms pub, Scoriton TQ11 0JB Signed by the person named above, on behalf of the hiring organisation.

SCORITON VILLAGE HALL

PLEASE ENSURE YOU READ THE FOLLOWING

HIRERS PLEASE NOTE – at the end of your hiring please leave the hall as clean and tidy as you would wish to find it. The hall is here for the benefit of the whole community and is run by a group of volunteers who try to maintain it at a minimal cost

It would help if you would do the following before leaving

KITCHEN

- Sweep and damp-mop the floor
- Empty rubbish and remove from the premises as we have no refuse collection
- Wash up, dry and put away all utensils and crockery into cupboards

MAIN HALL

- Tidy and remove litter
- Sweep/vacuum floor and damp mop any dirty marks you may leave
- Ensure chairs are stacked safely – max 6 per stack
- Leave curtains open

ENTRANCE HALL

- Tidy and remove litter
- Sweep and damp mop floor

TOILETS

- Flush WC's
- Remove litter from bins
- Sweep and damp mop floors

STOREROOM

- Ensure chairs and tables safely stacked

EXTERIOR

- Please check for litter

FINALLY

Please ensure that all lights and taps are switched off, heating is switched off(summer) or down(winter) and ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED

If the above are not complied with the Trustees reserve the right to make the following deductions from your deposit.

- Extra cleaning-as required minimum £20
- Lights left on £20
- Heating left on £20
- Rubbish not removed £20
- Taps left on £10
- Electrical appliances (eg Fridge, Microwave, Tea Urn) left on £20

THANK YOU FOR YOUR HELP IN LOOKING AFTER THE HALL

SCORITON VILAGE HALL TRUSTEES

PLEASE CONTINUE TO OUR TERMS AND CONDITIONS

SCORITON VILLAGE HALL

STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of any of the following, the Hall Booking Secretary should be consulted.

1. The Hirer shall be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage and the behaviour of all persons using the premises so as to avoid obstruction of the highway.
2. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything nor bring anything onto the premises anything which may endanger the same or an insurance policies in respect thereof, nor allow the consumption of alcoholic liquor without the necessary licence.
3. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor. The person named on the licence must be present or nominate another named person for observance of same.
4. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building that may occur during the period of the hiring as a result of the hiring.
6. Hiring Fee and Damage Deposit must be paid in full at least two weeks in advance of the date of Hire.
7. If the Hirer wishes to cancel the booking within one month of the date of the event and the Committee is unable to conclude a replacement booking, the payment, or repayment of the fee shall be at the discretion of the Committee.
8. The Hirer shall ensure that the general rules governing the use of the hall as supplied to him / her, are complied with.
9. The Committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to refund of any deposit already paid.

10. The Committee shall not be liable to the Hirer for any resulting loss whatsoever in the event of the Hall or any part thereof being rendered unfit for the use in which it has been hired.

11. The Committee reserves the total and unquestionable right to enter the hall and cancel any booking or stop any sale any time before or during the hiring should any of these conditions be breached.

SCORITON VILLAGE HALL

GENERAL RULES GOVERNING USE OF THE HALL

Preamble

The management of the Village Hall is vested in the Management Committee of the Scoriton Village Hall, whose powers and composition are defined in the constitution, a copy of which may be obtained from the secretary. Under the provisions of the constitution, the Management Committee is empowered to make rules, or to withdraw or amend them.

1. Use of the Hall

Use of the Village Hall and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal opportunities

The Village Hall shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to Use the Village Hall

a) Application for use of the hall shall be made to the Booking Secretary.

b) The right to refuse any application for the use of hall facilities is reserved to the Management Committee, or the secretary, provided that the secretary reports his/her action to the next meeting of the management committee. The management committee may refuse an application to use the hall's facilities if the use by a particular organisation presents a risk of public disorder or of alienating the committee's beneficiaries or supporters.

c) All arrangements for the use of hall facilities are subject to the Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use.

d) Sections and affiliated groups of the Committee shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Committee, except as provided for in c) above.

4. Hours of Opening

Facilities at the Village Hall are normally available for use between the hours of 8am and 12 midnight on weekdays, 8am and 11.45pm on Saturdays and 8am and 10.30pm on Sundays. In exceptional cases, these hours may be extended on application to the Management Committee.

5. Maximum Capacity

The Village Hall has a maximum capacity of 180 seated or 300 dancing (these figures include helpers and performers), and on no account shall these figures be exceeded.

6. Safety Requirements

All conditions attached to the granting of the hall's Public Entertainments licence, stage play or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately for free public egress
- b) the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes
- c) fire fighting apparatus shall be kept in its proper place and only used for its intended purpose
- d) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Secretary
- e) performances involving danger to the public shall not be given
- f) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the consent of the Management Committee
- g) no unauthorised heating appliances shall be used on the premises
- h) the First Aid box shall be readily available to all users of the premises. It is located in the kitchen. The Secretary shall be informed of any accident or injury occurring on the premises
- i) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The Management Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.
- j) no fireworks, "Chinese lanterns", "sky lanterns", or similar devices shall be let off inside or outside, without the prior approval of the Management Committee

7. Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him / her from exercising general supervision. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty. All persons in charge or on duty shall have been informed of the procedure for the evacuation of the premises and shall be familiar with the fire fighting equipment available.

8. Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission of the Management Committee, whose consent must also be obtained prior to seeking a Temporary Event Notice for the sale of alcoholic liquor.

9. Smoking

No smoking is permitted on any part of the premises.

10. Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.