**ALRESFORD VILLAGE HALL AND PAVILION**

**CONTRACT OF HIRE Part 1 (To be retained by Hirer)**

1. **ONLY Contract of Hire Part 2** must be signed and returned to the **Booking Clerk** before the booking is confirmed. **Part 1 and** **Conditions of Hire are thus agreed and need to be retained by the Hirer.**
2. **BOOKING/SECURITY DEPOSIT:** Once a booking has been agreed, for all private hire, **a deposit of £50.00** must be paid within **7 days** from **the invoice date** to secure the booking. Our preferred method of payment is BACS (electronic banking) however, cash/cheques may be accepted with prior agreement with the Booking Clerk. Please note all cheques will be banked and must clear before the booking is secure. This will be refunded subject to a satisfactory inspection of the hall after the event.
* **For TEENAGE and YOUNG PEOPLE hire inclusive of age 25 years, in addition to the BOOKING/SECURITY DEPOSIT of £50.00, an additional £200.00 will be required.** Deposits will be returned after the hire date subject to inspection. **The hirer will be responsible for all damage to the facility or contents during hire**.
* **For a HIRE BOOKED 6 MONTHS OR MORE IN ADVANCE OF THE REQUIRED DATE,** in addition to the **BOOKING/SECURITY DEPOSIT,** the relevant Management Committee reserves the right to request a non-refundable booking deposit of 50% at time of booking with the remaining 50% payable 4 weeks prior to date of hire.
1. **HIRE FEES:** On receipt of the booking form (PART 2), an invoice will be raised and emailed to the hirer. **The booking/security deposit must be made within 7 days of the date of invoice with the balance to be paid no later than 4 weeks before the date of hire.** Short notice bookings will require full payment including deposit at the time of booking. Our preferred method of payment is BACS (electronic banking) however, cash/cheques may be accepted with prior agreement with the Booking Clerk. Please note all cheques will be banked and must clear before the booking is secure.
2. **COLLECTION OF KEYS: THE HIRER IS RESPONSIBLE FOR CONTACTING RELEVANT KEY HOLDER PRIOR TO HIRE DATE TO ARRANGE ACCESS AND KEY HANDOVER.**
* **VILLAGE HALL KEYS**:

RUSSELL MILBURN, 22 STATION ROAD, ALRESFORD CO7 8BT TELEPHONE 01206 825739

* **PAVILION KEYS**:

RUSSELL MILBURN, 22 STATION ROAD, ALRESFORD CO7 8BT TELEPHONE 01206 825739

**KEYS MUST BE RETURNED PROMPTLY AFTER THE HIRE.**

**CHILD PROTECTION POLICY**

* All regular (more than 3 bookings a year) groups involving children (under 18) are asked to submit their Child Protection Policy to the Bookings Officer at the time of booking and to ensure that the correct ratio of adult leaders to children **is always adhered to.**
* The hirer must ensure that all adults involved with children’s groups must be Disclosure & Barring Service (CRB or DBS) checked. The Management Committee will ask for evidence of this. No adult may be left alone with children until they have CRB or DBS clearance.
* Please see Alresford Village Hall/Parish Council website or Health & Safety File for Safeguarding and Vulnerable Persons Policy Statement.

**No alcohol is to be sold during The Hire** unless Alresford Colne Rangers F.C. are present and operating the Bar as they are

the Alcohol Licence Holders. **NO TEMPORARY EVENT NOTICE (TEN) TO SELL ALCOHOL WILL BE PERMITTED FOR USE AT**

**ALRESFORD VILLAGE HALL.**

**MANAGEMENT COMMITTEE DISCRETION:**

* If the hirer cancels a confirmed booking within four (4) weeks of the hire date a cancellation fee up to 100 % of the hire charge could be payable at the discretion of the relevant Management Committee.
* The relevant Management Committee also reserves the right to use discretion if cancellation is due to unforeseen circumstances.
* **Bookings could be subject to cancellation in favour of local/general elections**
* **AVHMC and pavilion committee reserve the right to refuse subsequent hire should any individual or organization fail to comply with the conditions of hire.**
* **The premises are licensed for music, dancing and or entertainment from:** **08:00 to 12:00 midnight, 7 days a week**
* **If an extension is required, please advise the booking clerk at time of booking.**

**ALRESFORD VILLAGE HALL / PAVILION**

**CONTRACT OF HIRE Part 2 (To be signed & returned)**

| **Contract to be signed:**I have read and understood the conditions for the hire as laid down by the Management Committee. I accept full responsibility for the compliance of all conditions of hire and will, upon request, make good loss or damage occasioned during my responsibility.The following booking details are forwarded and confirmed as correct: |
| --- |
| **Name:** | **Telephone No:** | **Email:** |
| **Address:** |
| **Type of event (i.e., Birthday Party or Tabletop Sale) - Please state:** |
| **Bouncy Castle/Inflatables: YES ☐ If YES, please complete the form for Children’s Parties (page 5) and return it with the Booking form** |
| **Please disclose if aged 25 years or younger:** |
| Alresford Village Hall uses personal data for the purposes of managing hall bookings, finances, events, and publicity. Please tick here if you are willing for us to share your contact details with other individuals, groups and organisations benefiting the residents of the Parish of Alresford. ⬜Please see Alresford Village Hall/Parish Council website or Health & Safety File for Privacy Notice and Data Protection Policy and Procedures. |
| **BOOKING DETAILS:** | **Tick as required** |
| **Village Hall** |  |
| **Munson Room** |  |
| **Pavilion** |  |
| **Licensed Bar - PLEASE NOTE:****THE SALE OF ALCOHOL VIA A TEMPORARY EVENT NOTICE IS PROHIBITED** |  |

| **DATES AND DAYS REQUIRED:** |  |
| --- | --- |
| **Date of Hire:** | **Regular Hire: Yes ☐ No ☐** |
| **Period Required:** |  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **08:30 – 12:30** |  |  |  |  |  |  |  |
| **13:00 – 17:00** |  |  |  |  |  |  |  |
| **18:00 – 22:00** |  |  |  |  |  |  |  |
| **Weekdays only 22:00 – 23:45 required** ☐ | **Pavilion/Bar session from 19:00 – 23:45 only on a Saturday**  |
|  |
| **PLEASE NOTE: Bookings are not confirmed until we receive a signed booking form with cleared payment of the £50.00 Booking/Security Deposit. Both must be received within 7 days from the invoice date.** |
| **BACS details:** |
| Account Name: **VILLAGE HALL (ALRESFORD)** | Sorting Code: **20-19-97** | Account Number: **33081281** |
| **Please use your name and date of hire as reference** |
| **Signed: Date:** |
| **PART 2 OF THIS FORM AND IF APPLICABLE, THE CHILDREN’S PARTIES FORM (page 5) MUST BE COMPLETED and forwarded to the booking clerk at** **alresfordvillagehall@gmail.com** **or telephone 07548 742796 for alternative arrangements. Once received an invoice will be raised and emailed to you with your final balance** |

**ALRESFORD VILLAGE HALL MANAGEMENT COMMITTEE**

**FORM FOR CHILDREN’S PARTIES**

| **Name:** |  |  |
| --- | --- | --- |
| **Date of party:** |  |  |
| **Are you intending to have a Bouncy Castle/Inflatable at your party?** |  |  |
| **If Yes - Name of Supplier:** |  |  |
| **Bouncy Castles and Inflatables are excluded from our insurance policy. You must obtain your own insurance cover and provide us with a copy of the certificate.** |  |

The following companies have been used by previous hirers in the village hall.

**ISLAND INFLATABLES**

Email: <https://www.islandinflatables.co.uk>

Telephone: 01206 385205 or 0779 559165

**BUBBLE N BOUNCE**

Email: info@bubblenbounce-essex.co.uk

WhatsApp: 07923 367931

**JO’S CASTLES**

Email: joscastles@outlook.com

Telephone 07511 677074

**It is very important** that any Bouncy Castle or other party entertainment apparatus is sited well clear of the ceiling mounted Projector to prevent it getting knocked and misaligned.

Following your hire, if it is found the projector requires realignment and resetting, your full deposit will be withheld to cover this cost.

**The bouncy castle should be no larger than 12ft x 15ft**

A plan showing the area in which Bouncy castles can be placed can be seen on the Calendar, contract and Booking Form page:

**PLEASE RETURN THIS FORM WITH PART 2 (PAGE 3) OF THE BOOKING FORM to the Booking Clerk at** **alresfordvillagehall@gmail.com** **or telephone 07548 742796 for alternative arrangements.**

**CONDITIONS OF HIRE**

1. Users must ensure fire exits are always to be kept clear.
2. Users to familiarise themselves with the Health and Safety Policy which is positioned in the hall foyer and Pavilion kitchen and is to be left for the availability of all hall users.
3. Users to familiarise themselves with fire safety notices, exits and fire equipment.
4. The accident book is situated in the Health and Safety file
5. All electrical appliances used must have a current portable appliance test (**PAT**) label displayed. All hirers are responsible for their own equipment.
6. Damage or faulty equipment to be reported on return of the keys.
7. Users will contact the police if problems are developing in or outside of the hire venue during time of hire.
8. The **Hire Venue must** be left in a clean and orderly condition (cleaning materials including vacuum cleaner in village hall are in labelled cupboard, under sink in kitchen and a ‘V’ shaped polished floor sweep is in cloak room and in Pavilion in corridor entrance cupboard and under sink in kitchen).

**If extra cleaning is required after hire OR LIGHTS / WATER TAPS LEFT ON, then the hirer could be liable for the cost.**

1. All chairs and tables in the hall must be returned to their place of storage. Any extra chairs required can be obtained from the store cupboard situated adjacent to the village hall toilet entrance.

All chairs and tables in the Pavilion **must be** returned to their original location. Any extra chairs required can be obtained at the request of the parish clerk.

1. In the Pavilion, no studded shoes/boots are allowed beyond the first internal fire door in the main corridor.

In the village hall, soft shoes to be worn for games on polished floor.

1. Permission must be obtained before any type of decorations/fixtures are put up. Nails, screws, sticky tape, blue tack or any other adhesive material **must not** be used on walls or paintwork without given permission.
2. SMOKING IS NOT PERMITTED. The hirer should ensure that anyone wishing to smoke does so outside the building and disposes of cigarette ends and matches in the available cigarette disposal bins.
3. The facility is not hireable to anyone under the age of 18 years. A responsible person over the age of 25 years must always be present during a teenage/young person event. (See addendum for teenage/young person parties)
4. All hirers who wish to use outside services during the hire i.e., children’s entertainers, bouncy castles/soft play equipment, caterers etc. should be aware it is their responsibility to ensure adequate insurance is in place and the Trustees/Parish Council reserve the right to request a copy of the service providers’ public liability insurance policy at any time.
5. The hirer will during the period of the hiring be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort, and the behavior of all persons whatsoever in their capacity using the premises, including proper supervision of car parking arrangements to avoid obstruction to the highway
6. **Licensable activities**: the hirer shall ensure that the Village Hall/Parish Council holds relevant licenses under Performing Right Society and the Phonographic Performance license.  Commercial or profit-making hirers should obtain their own licenses, where necessary, before using the facility and the Trustees/Parish Council reserve the right to request a copy of the license/s at any time.
7. The hirer may not assign or transfer to any other person or persons or allow the premises to be used for any unlawful purpose or in any unlawful way or do anything or bring anything onto the premises which may endanger the same or any insurance policies in respect thereof.
8. The management committees reserve the right to limit the numbers allowed to use the facility/facilities at any one time. This is governed by insurance policy.
9. The hirer to be responsible for first aid.
10. All hirers’ belongings are left at their own risk and the management committees have no responsibility for hirers belongings.
11. No children under the age of 14 allowed in the kitchens.
12. All kitchen equipment, utensils and fixtures and fittings to be put away and theft of these items will be taken out of the deposit for hire, or legal action taken to recover.

**PROCEDURE WHEN LEAVING THE HALL/MUNSON ROOM**

1. Rubbish **must** be put in plastic bags, securely tied and **must** remain in the kitchen area or Munson room for removal by the caretaker.
2. Return all cleaning equipment to the cupboard in the kitchen.
3. All bottles must be taken from the hall.
4. Check all lights are switched off. Switches for the main hall located in the kitchen. Switches for the carpeted area located in the main hall next to the kitchen hatch.
5. The hall must be vacated by midnight (except in case of special license – *extending usage time*)
6. Please ensure the heating is left at the correct setting as stated on local notice.
7. Check all windows are closed and secured.
8. Check toilet windows and ensure all taps are off.
9. Emergency doors are to be checked and secured.
10. Nuisances – please ensure that residents do not have reason to complain about noise disturbance **during and after** the hire of the hall.
11. The keys must be returned to the picking up point promptly.
12. **Please ensure the hall is locked and secure. Double check doors and windows.**

**PROCEDURE WHEN LEAVING THE PAVILION, KITCHEN AND CHANGING ROOMS**

1. Rubbish **must** be put in rubbish bins provided, full bin bags securely tied and **must** remain in the kitchen area for removal by the cleaner.
2. All tables and worktops are to be wiped clean and if applicable changing rooms to be cleaned as found ready for use of the next user.
3. All glass bottles must be taken from the Pavilion and changing rooms on departure.
4. Check all lights in the Pavilion, kitchen and hard courts are turned off.
5. The Pavilion must be vacated by midnight (except in case of special license – *extending usage time*)
6. Please ensure the heating and showers are turned off.
7. Check all windows are closed and secured.
8. Check toilets, kitchen and changing rooms windows and ensure all taps are off.
9. All doors and shutters are to be checked and secured.
10. Nuisances – please ensure that residents do not have reason to complain about noise disturbance **during and after** the hire of the pavilion and hard courts.
11. The keys must be returned to the picking up point promptly to **Russell Milburn**.
12. **Please ensure the Pavilion is locked and secure. Double check doors and windows**.

**TEENAGE AND YOUNG PEOPLE HIRE**

**ADDENDUM TO STANDARD CONDITIONS OF HIRE.**

1. As the organiser, please make sure you have read and fully understood all the conditions of hire
2. Make sure you know and approve in advance any arrangements made by your child
3. Make sure there are enough responsible adults who can:
* Exercise general supervision.
* Be prepared in case of an emergency.
* Make sure guests behave in an acceptable way and don’t put others at risk
1. Keep an eye on:
* The emergency exits (it is not uncommon for ‘gatecrashers’ to knock on windows or doors and persuade friends among the other guests to let them in)
* The toilets where large groups have been known to gather
1. Admit guests by invitation only, making sure the main doors are always manned so that:
* They do not get blocked as an exit
* Guests remain in the Pavilion for the hire and don’t cause a nuisance or excessive noise by continually coming and going
* Gate crashers don’t get in to spoil the party
1. **Do not allow** alcoholic drinks of any kind to be brought into the Village Hall/Pavilion by underage drinkers
2. **Do not allow** foiled gatecrashers to have their own party in the car park at the end of the event, make sure guests leave quickly and quietly

**Thank you for your co-operation**