

BOOKING FORM & TERMS AND CONDITIONS OF HIRE
SMYTHE HALL, Church Lane, Stow Maries. CM3 6SL

Bookings Clerk – Rachael Green 01621 828536.
Alternative contacts: Colin Maddison 01621 828505 & John Dutfield 01621 828806

Name/Organisation:

Date of Hire:

Start Time:

Finish Time:

I / we agree to be entirely responsible for the proper conduct of this event for which I / we have hired Smythe Hall as per the Terms and Conditions of Hire.

Name of responsible person(s) who will be present throughout the function:

Name:

Address:

Postcode:

Tel. No:

Type of function:

Number attending:

Are you bringing in any electrical equipment? YES / NO

If you answered yes to the above question, please specify:

No alcohol is to be sold during this event as Smythe Hall does not have a licence.

DECLARATION:

- I / we confirm that the details given are correct.
- I / we have received and read a copy of the Terms and Conditions of Hire and agree to abide by the Terms and Conditions as laid down by Smythe Hall Management Committee and any such reasonable conditions as may be introduced.
- I / we have read and understood the fire evacuation procedures as defined in the Terms & Conditions of Hire.
- I / we will ensure the Hall is left clean and tidy. Party bookings are to take away all rubbish at the end of the hire.
- I / we will vacate the Hall by 11.00pm

Signed:

(For and on behalf of the organisation, if appropriate)

Name:

(Please print)

Date:

Smythe Hall - Terms and Conditions of Hire

The hall is available for hire between **9am and 11pm** and charged per session. The hire charge includes the use of the kitchen, heating and lighting.

Session times are: 9am - 2pm

2pm - 7pm

7pm - 11pm

The Committee may charge 50% of the total hire charge if less than 24 hours' notice of cancellation is given

- A booking deposit of 50% of the hire charge is required to secure the booking
- The balance of the hire charge and any security deposit is required when collecting the key
- New hirers £50 Security Deposit - this will be required in cash at the same time as the payment of the final balance. It will be returned within one week of the event as long as the committee considers there is no reason to withhold the whole or part of it

- Hire charges are normally reviewed annually with increases taking effect from 1st April

Responsibility of the hirer

Housekeeping

- The Hall must only be used for the purpose described on the booking form and by the original hirer/team captain.
- The hirer shall not use naked flames within the Hall or fireworks in the grounds.
- The Hall is a public space and therefore is legally required to be smoke free.
- The use of a bar-b-que in the Hall grounds is allowed but must be placed **10 metres away from the building.**
- Hall users are responsible for supplying their own first aid kit as **there is no first aid kit kept on the premises.**
- Every user has a responsibility to ensure the Hall is left clean and tidy. Party booking hirers are to take away all rubbish at the end of the hire.
- The grounds outside and frontage of the Hall are to be left clean and tidy.
- Chairs to be restacked at 8 high or less and chairs and tables not to block access to kitchen hatch or fire exit.
- Should anyone using the Hall discover a fault, damage or other situation which might cause injury and which cannot be rectified they should inform the Bookings Clerk as soon as possible so the problem can be dealt with.

Noise - As the Hall is situated in a residential area, users should be considerate and keep noise levels to a minimum. Playing any form of music, whether live or recorded, must be kept to an acceptable level and must cease before 11.00pm.

Users must **vacate the hall by 11.00pm** being considerate to neighbours when leaving.

Parking – Parking in the grounds of the Hall is limited and at the users' risk. Driveways are not to be obstructed or the road blocked. Cars may be parked on the grass in front of the Hall's main entrance door.

Electrical Safety

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded

- Should hirers want to bring electrical appliances onto the premises they must make the Bookings Clerk aware of this in advance. The hirer is responsible for ensuring appliances meet safety standards
- Trailing cables are a trip hazard and should be taped down with appropriate high visibility tape
- Hirers have a responsibility to ensure when leaving the hall all electrical appliances are turned off including the heating and the kitchen water heater.

Safeguarding - It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of children and vulnerable adults.

Fire Regulations

The hirer/Team Captain is deemed the 'Responsible Person' and is designated the person in charge of the Hall during the period of hire.

- Fire equipment, emergency exits and routes to them must be kept clear/unblocked at all times
- The Responsible Person is strongly advised to record the name of each person attending the event.

In the event of a fire, the Responsible Person/hirer shall

- Instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible at the roadside verge. A roll call should be taken
- No matter how small the fire. **THE FIRE BRIGADE MUST BE CALLED ON 999**, giving the address: Smythe Hall, Church Lane, Stow Maries, Essex. CM3 6SL
- On arrival of the Fire Brigade, the Responsible Person shall inform the Officer that a roll call has been taken and all person are safe/there are missing persons
- Attempts to extinguish the outbreak of the fire with the firefighting equipment within the Hall should only be attempted if it is considered safe to do so
- As soon as the previous steps have been carried out the Responsible Person shall inform Smythe Hall Management Committee on either 01621 828536 or 828806 or 828505

Accident Reporting Procedure

The following must be reported to the Bookings Clerk and an Accident Report Form completed

- A dangerous occurrence
- Any injury that results in a member of the public having to be taken to hospital