*Application to Hire Newborough Village Hall*

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|  Title: | Newborough Village Hall Management Committee (Trustees) |
| Chairperson and Booking Clerk | Mrs. Debbie Gunns |
| Contact Details |  newboroughvillagehall@outlook.com or mobile 07842906162. |

*This agreement is made on date show between the committee of Newborough Village Hall and the hirer named below whereby in consideration of the sums mentioned in section (3) the committee agrees to permit the hirer to use the premises (4) for the purpose (5) and for the period said mention in section (6)*

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| (2) Hirer/Organisation Full Name |
| Postcode |
| Address |
| Contact Number  |
| Email address |

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| --- | --- |
| (3) Hiring Fee |   |
| Deposit Required on reservation. The Booking will only be provisional and subject to rehire if the deposit is not paid at booking |  £75.00 |
| Total |   |

For cancellations please refer to the cancellation policy on page 4

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| (4) Hiring the Main Hall Y/N |   |
| Hiring the Foresters Room Y/N |   |

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| --- | --- |
| (5) Purpose of hire |   |
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| --- | --- |
| (6) Date Required: |   |
| Time From |   |
| Finish Time |  |

The Hire charge will be payable 28 days prior to the date of the booking (Or at the time of booking if less than 28 days for booking request) The Deposit will be refunded within 28 days following the hire. The hirer agrees with the committee to observe and perform provisions and stipulations contained or referred to In the Conditions of Hire as attached. The hirer acknowledges understanding of this agreement.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is a condition of hire and a legal requirement that you sign below to confirm you have read and understood the Village Hall Fire and evacuation procedures and the Covid 19 Risk Assessment and agree to the additional Covid 19 party booking conditions at the end of this document. Fire evacuation and Covid RA are available on the web NVH website.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONDITIONS OF HIRE

1. No more than a MAXIMUM of 150 people are allowed in the Hall at any one time. 80 people seated is a recommended comfortable maximum.
2. There is NO TELEPHONE in the Hall. A mobile telephone is required at all times in case of an emergency.
3. At no time should Fire Exits be blocked or obstructed. The Hirer is responsible for familiarizing and understanding the Fire Safety Notices. Fire Assembly point is in the corner of the Car Park near the pedestrian gate.
4. It is extremely important that all users respect local residents with regard to noise levels from both the users of the Hall and any hired music. Strictly no music after 23.45 p.m. (Failure to keep noise levels down may jeopardise our Licence and future bookings of the Hall).
5. Unless the event is one where participants can ‘bring your own alcohol’ a licence number must be provided before the final booking can be confirmed. This will include both honesty bars and ‘sales’ using ‘every raffle ticket wins a drink’ system or anything similar. Please ensure there is no underage drinking. It is the hirer’s responsibility to notify the Booking Secretary of the Licence Number.
6. Fireworks are not allowed.
7. No confetti is to be used inside or outside of the hall.
8. Under all circumstances any damages or breakages should be reported immediately to the Booking Secretary or the Caretaker. These will be paid for by the hirer.
9. NO Sellotape, Blue Tac or similar to be applied to the walls. This action will result in loss of deposit.
10. At the end of the event, please ensure the following: -

The Hall should be thoroughly tidied and left as found, including the toilets.

All rubbish is emptied into the outside bin.

All tables should be wiped, chairs and equipment returned to their original position.

All party decorations to be removed at the end of the hire.

All lighting and any electrical appliances used, to be switched off.

Secure all windows and doors at the end of the hire.

1. It is the Hirers responsibility that all electrical equipment brought onto the premises complies with current safety standards, i.e. P.A.T. tested.
2. The Hirer is responsible for ensuring adequate Public Liability insurance for all activities.
3. The Village Hall is a non-smoking building, there is a designated smoking area outside the Hall.

Thank you for your co-operation.

THE TRUSTEES OF NEWBOROUGH AND BOROUGH FEN COMMUNITY ASSOCIATION.

**Hire Tariffs**

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| **Hire Tariffs** |
|  | **Mon to 6pm Fri** | **6pm Fri to Sun** |
| Private Hire | £12.50 per hour | £17.50 per hour |
| Regular Users\*  | £8.50 per hour | £13.00 per hour |
| Affiliated Groups | £6.00 per hour | £8.50 per hour |
| Childs Birthday Party (for 3hrs)  | £27.50 total | £37.50 total |
| Meeting room for others users | £5.00 per hour |
| Meeting room to seat 12-14. Affiliated Group | £3.50 per hour |
| New Year’s Eve, Christmas Day, Boxing Day or New Year’s Day. (Minimum of 8 hours of hire) | £20.00 per hour |
| Returnable deposit to be paid with all bookings | £75.00 |

All rates include use of kitchen and equipment, tables and chair

**Childrens Parties Charges:**

Monday to Friday 3 hour max duration (Must finish before 6pm)

Saturday or Sunday 3 hour max duration (Must finish before 6pm)

Any party planned to finish after 6pm will not be classed as a children's party and be charged at the appropriate hourly rate.

\*Regular users are those who use the Hall on a weekly/monthly basis as agreed in advance.

Hire rates for Bank Holidays and Special dates to be agreed with the Trustees.

To book the hall please phone the booking secretary on 07842906162 or visit our website. www.newboroughvillagehall.co.uk

All cheques to be made payable to Newborough & Borough Fen Community Association

Payment by BACS Account Number 01349576 Sort Code 30-96-60

Please read the additional Covid 19 booking conditions appendix

**FIRE EVACUATION PROCEDURE.**

**Newborough Village Hall**

The named person hiring the hall is also responsible for being the fire marshal for the period of the hiring. It is also their responsibility to ensure all of the occupants are aware of the procedure for evacuating the hall if the need arises. We suggest this is done at the commencement of the event when guests have arrived. In the event of a need to evacuate the hall, the fire marshal will;

* Ensure the building has been evacuated, provided it is safe to do so
* Complete a roll call to ensure everyone is accounted for and to
* Liaise with the emergency services.

In the event of a fire or the alarm sounding during your hiring of the hall the occupants must follow the evacuation procedure below;

1. Identify the safest point of exit, either via the front door or either of the fire doors at the rear of the building. If you choose the rear exits turn right and follow escape route through the gates out to the safety of the car park. Ensuring that everyone has left the building.
2. DO NOT ATTEMPT TO COLLECT PERSONAL EFFECTS AND BELONGINGS, LEAVE THE BUILDING IN A SAFE AND SENSIBLE MANNER
3. Ensure that someone has called the emergency services 999
4. Assemble at the fire assembly points at the front of the carpark close to the fence.
5. Complete a roll call to ensure that everyone is accounted for.
6. Wait for the fire service to arrive do not attempt the go back into the building until you are told it is safe to do so.

**Cancellation Policy**

Confirmed booking

Once agreement to the Booking Confirmation Form has been accepted and the deposit paid, the Hall (or the part of the Hall) will not be hired out to any other user at that time without the prior agreement of the hirer. A booking confirmation will not be accepted without the deposit.

Deposit, a deposit of £75 is required on making the booking; this will be held as the security deposit. The balance (the hire cost) will be due at least 28 days before the event (Or at time of booking if less than 28 days for booking request). If you cancel between the deposit being paid and the hire fee due date, the deposit will be refunded with 28 days. The security deposit will be held until after the event and returned, providing no damage or extra cleaning is required and the Hall has been left in a clean and tidy condition. If the balance of the hire fee is not received by the due date the Village Hall management Committee reserve the right to reallocate the slot to another hirer and the deposit repaid. Notwithstanding the VHMC will be as flexible as possible with regards to booking modifications.

Failure to pay the full hire fee by the due date may lead to a cancellation of the booking.

The Village Hall Trust reserves the right to cancel a booking by written notice in the following circumstances:

* the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
* the Village Hall Trust Management Committee reasonably considering that
* such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements
* unlawful or unsuitable activities will take place at the premises as a result of the hiring
* the premises becoming unfit for the use intended by the hirer or unscheduled emergency repairs or refurbishment
* an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

Cancellation of a one off booking - Once the balance has been paid then the following cancellation policy applies: Cancellation between payment of balance and 21 Days before 25% retained for admin costs the rest returned to you. Cancellation between 21 and 7 days – 50% of hire charge retained and 50% returned to you. Cancellation less than 7 days – 100% hire charge retained

Regular Bookings: For established Hirers, the Management Committee may waive the requirements for a surety and advance payments but reserves the right to give one months’ notice if the hall is required for another event.

Cancellation of Established booking: If the regular Hirer does not require the hall for a booked session, no refund will be made or the fee will be charged unless 7 clear days notice of the cancellation has been given.

**Covid 19 appendix**

You will be required to follow the following Government guidance set out to how people can manage the risks to themselves and to others:

1. Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open.

2. Wearing a face covering where you come into contact with people you don’t normally meet in enclosed and crowded spaces.

3. Washing your hands with soap and water or using hand sanitiser regularly throughout the day.

4. Covering your nose and mouth when you cough and sneeze.

5. Staying at home if unwell, to reduce the risk of passing on other illnesses onto friends, family, colleagues, and others in your community.

6. Considering individual risks, such as clinical vulnerabilities and vaccination status.

Finally; as the guidance requires ventilation in the hall by the opening of windows and doors. From 19th July until further notice Sunday to Thursday hire will vacate the hall by 10pm. This is in consideration of the neighbouring houses.