

TERMS OF LETTING - Please read carefully

1. A form of application and undertaking must be completed before a booking is confirmed.
2. The hirer should note that due to fire regulations the maximum number of persons permitted to be in the Hall at any time is strictly limited to 100 (one hundred).
3. The hirer must provide a responsible person's name and an assistant's name if alcohol is to be sold or supplied. Both people have to be over 18 years old.
4. Payment for the hire of the Hall by non-regular users must be made a minimum of 48 hours in advance of the booking date. Non payment will result in the loss of the hire if another party wishes to hire the Hall.
5. The hirer of the Hall is responsible for leaving the Hall in a clean condition. This includes sweeping or vacuuming the floor as necessary to remove all dirt and debris resulting from the letting. It is particularly important that any sharp items, such as broken glass and pins etc. are completely removed, as they may constitute a hazard to subsequent users of the Hall. If the kitchen is included in the letting the floor must be swept and wet mopped. All crockery and cutlery used must be left in a clean condition. Toilets should be flushed before leaving. Cleaning equipment is provided and should be returned to the cupboard from where it came.
6. All rubbish, including unsold items from Bazaars, Jumble sales etc. must be removed by the hirer on termination of the letting.
7. A refundable deposit, equal to the hiring charge, must be paid by separate cheque. This will be refunded when the Booking Secretary is satisfied that the Hall has been left in a clean condition, there is no damage and all rubbish has been removed. Hirers are asked to notify the Booking Secretary if there has been any damage to the Hall. Breakages to equipment, crockery or glassware should also be notified so that replacements can be purchased for future users.
8. Functions held on Monday – Thursday must end by 10.30pm, Sundays by 10pm. Functions on a Friday and Saturday must end by 11.30pm and the Hall empty by midnight. The hirer shall ensure that all necessary steps are taken to prevent persons in the neighbourhood being unreasonably disturbed by noise, including noise made by persons leaving the premises. If summoned, a Constable or other officer or the Public Entertainment Licensing Authority may take such steps as may be deemed necessary to control such noise.
9. All electrical equipment brought onto the premises must be of good repair and carry proof of testing by a qualified electrician.
10. Nails, screws, drawing pins, adhesive tape and Blu Tack are not to be attached to any surface in the Hall. The hirer will be responsible for any paint etc. removed or damaged due to misuse.
11. No furniture or equipment may be removed from the building without the prior permission of the booking secretary.
12. The hirer of the hall shall be solely responsible for ensuring that the Hall shall not be used for any performance of dramatics or musical works or lectures which infringe the Laws of Copyright and for obtaining any licence that may be required to enable such performances to take place. The Trustees shall not be responsible for the cost of any prosecution or fine issued as a consequence of such a breach during the period of hire.
13. Permission for lighting or illumination other than that already provided must be obtained at the time of booking.
14. The Trustees shall not accept any responsibility for the parking of vehicles; the hirer must make adequate arrangements. NB. Hire of the Hall does not include use of the adjoining field.
15. All hiring of the Hall is at the discretion of the committee. The committee reserves the right to alter, change or cancel the hiring and to enter the Hall at anytime.

Booking Application Form.
APPLICATION AND UNDERTAKING

I/We apply to hire West Grimstead Village Hall On:
for (please state the activity).....

I/We shall require the Hall from: to (to include time
for preparation and cleaning up)

Is a licence required for alcohol to be sold or supplied on the premises?

If you answer "Yes" then please complete one of the two following statements:

Either: I agree and understand that The Personal Licence Holder (PLH) for The West
Grimstead Village Hall has the authorisation to permit the sale/supply of alcohol at my
event on these premises. I agree that the following named persons
and will be responsible at the event for overseeing the law
regarding the sale/supply of alcohol on behalf of the PLH. (See Para 12 Terms of Letting.)

Or: I do not wish to use the PLH for the West Grimstead Village Hall, and wish to bring in
my own contracted Bar and PLH, who is

..... phone:

**NB. THE MAXIMUM NUMBER OF PERSONS FOR ANY HIRING MUST NOT EXCEED
100** (Fire regulations - see Para 2 of the Terms of Letting)

I/We undertake to read and abide by the Terms of Letting, a copy of which has been
supplied to me/us.

I/We agree to indemnify the Trustees of West Grimstead Village Hall against the cost of
any sum which may be incurred by reason of Copyright during the period of hire covered
by the letting of West Grimstead Village Hall to me /us. (See Para 8 Terms of Letting)

Signature:

Address:

.....

Home telephone No: Mobile:

If the hirer is under 18, the above signatory must be a guarantor aged over 18 and
relationship to the hirer must be added.

Once signed, this form and the Fire Safety form should be returned to the Bookings
secretary with two cheques - one for payment and the other a returnable deposit. The
forms may be returned via email or sent to the Bookings Secretary. Please call
01722 711436 for postal address.

bookings@westgrimsteadvillagehall.co.uk

FIRE SAFETY FORM.

CONDITIONS OF USE/HIRE OF WEST GRIMSTEAD VILLAGE HALL

The Regulatory Reform Fire Safety Order 2005 aims to:

identify risks * identify people at risk * reduce / remove risks which might lead to a fire

As a hirer of the Hall I/We (name).....

(address).....

undertake to read the contents of the Fire Risk Assessment compiled by the Village Hall Committee (attached). I agree to assume the duties of the **Responsible Person** and to observe the following Code of Practice:

- I/we will always have **a fully charged mobile phone** available in order to summon the Fire & Rescue Service. The post code for the Hall is **SP5 3RE** and to assist the Service, Church Lane intersects with the Grimstead Road opposite Chapel Hill.
- I/we will familiarise myself with the location and deployment method of the **4 fire extinguishers and the fire blanket**. However, in the event of a fire, **total evacuation of the building** and the safety of its users must be the prime consideration.
- I/we will maintain **free access to all the fire exits**. This includes making sure that the main entrance door is always unlocked.
- If there are **disabled, elderly or young children** on site, then I will arrange for someone to be responsible for evacuating them in the event of a fire.
- I/we will be able to **locate and isolate the main services**. (The electricity supply can be turned off by the mains switch in the cupboard above the cloakroom basin. The stop cock is located in the cupboard under and to the right of the same basin)
- All hirers should **draw the attention** of those in their care **to the location of fire exits**. Regular hirers should conduct **a fire drill** at least once a year and inform the Bookings Secretary (01722 711436) that this has been done.
- In the event of an evacuation, **be able to account for all individuals in their care**.
- Ensure that there are **no more than 100 people** in the building at any time.
- **No hazardous material, untested electrical equipment or pyrotechnics** must be brought into the building without the permission of the VH Committee.
- **No 'hot work'** involving cutting, welding or where any source of heat is generated may be permitted on site without the knowledge and agreement of the VH Committee.

The Responsible Person is:

Date: Signature:

Please download, print, sign this form and return with the Booking Form to the Booking secretary.

***Please return both forms to the Booking Secretary... Telephone: 01722 711436 for Postal address or Email: bookings@westgrimsteadvillagehall.co.uk**

ON DISCOVERY OF A FIRE

1. The Responsible person should

- Ask everyone to leave the premises immediately by the nearest fire exit and meet at assembly point.
- Ensure the the Fire Brigade is called.
- Dial 999 and ask for the Fire Brigade.
- State the location of the fire, i.e.: West Grimstead Village Hall, Church Street, West Grimstead, Salisbury, SP5 3RE
- Ensure all persons have left the premises.
- Tackle the fire with the appropriate extinguishers provided, only if it is safe to do so.
- Prevent anyone re-entering the Building until told by a Fire Brigade Officer that it is safe to do so.

2. Stewards should:

- Assist with the evacuation of the Premises.
- Assist in tackling the Fire only if safe to do so.

PLEASE DO NOT USE THE FIRE EXTINGUISHERS FOR DOORSTOPS.

***Please return Application of Hire and Fire form to the Booking Secretary...**

Telephone: 01722 711436 for Postal address or Email:

bookings@westgrimsteadvillagehall.co.uk