Huntshaw Parish Hall - Booking Form

\*\*\* Please read the Terms of Hire overleaf before completing this form\*\*\*

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| --- | --- | --- |
| Name of Hirer |  | |
| I agree with the terms of hire  Signature: | | |
| Company name (if applicable) |  | |
| Address |  | |
| Contact phone number |  | |
| Email address |  | |
| Date required |  | |
| Time required:  You may include set up time of ½ hour before and after your event free of charge. | From: | To: |
| Multiple bookings: please include all dates |  | |
| Type of function |  | |
| Skittle alley required? Y/N |  | |
| Estimated numbers of people |  | |
| **Total cost:**  Hire charge: £11.50 /hr.  To include electricity and kitchen use for the duration of your event.  ½ hour set up time before and after the event is free of charge.  *For longer set up time or in winter where you may require the heating put on earlier there will be an additional charge of £1.50 per hour. Please discuss this with us.* |  | |

Huntshaw Parish Hall – Terms of Hire

1. **SUPERVISION:** During the period of hire, the hirer is responsible for the supervision of the premises, fabric and contents, its care, safety from damage, however slight, and the behaviour of all persons using the premises whatever their capacity. The NO STILETTO HEELS rules must be observed.   
   Masking tape only is to be used to stick any decorations to the walls. The Management committee reserve the right to attend any event to ensure these conditions are being observed.
2. **HEALTH & SAFETY** – hirers should familiarise themselves with the H & S notices on the interior noticeboard. Further information is in the H & S file in the kitchen.

**The hirer must ensure that an operable mobile phone is available on the premises at their event.**

1. **DAMAGE:** The hirer must report damage/loss to the amenities to one of the Booking Secretary as soon as possible. This includes failure of equipment belonging to the Hall and any accidents involving injury to the public. An accident report book can be found in the kitchen with the first aid box.
2. **USE OF PREMISES:** The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire the premises or allow the premises to be used for unlawful purpose or in any unlawful way, nor do anything, or bring onto the premises anything that may endanger the same, or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol without written permission.
3. **LICENCES:** The hirer shall be responsible for obtaining such licences as may be needed, whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd., or otherwise, and for observance of the same.
4. **GAMING/BETTING:** The hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.
5. **PUBLIC SAFETY:** The hirer shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing/music or other similar public entertainment or stage plays. The Premises Licence conditions are on the interior notice board. The hirer should appoint a Responsible Person for their event (if not they). That person must familiarise themselves with the layout of the building, and the fire safety provisions. **Fireworks are not**

**permitted**.

1. **SMOKING:** Smoking is prohibited in the hall by law. Please respect our neighbours and do not smoke outside School Cottage. Please use the sand bucket provided to dispose of cigarette ends.
2. **PARKING:** Please park sensibly and avoid obstruction to neighbouring properties. Please keep noise to an appropriate level when leaving late at night.

1. **HEALTH & HYGIENE:** The hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations. **Corona Virus – June 2020 –** whilst the threat of infection is still possible, the Hall Committee will ensure the hall is clean for your hire and will set out the required number of chairs and tables for you in advance. Please clean down surfaces after use and leave the tables and chairs you have used out for us to put away. Please adhere to Government guidelines regarding social distancing and self isolation if symptomatic or “at risk”. Please wash your hands on arrival and when you leave. Soap and paper hand towels are provided.
2. **ELECTRICAL APPLIANCES SAFETY:** The hirer shall ensure that any electrical appliance brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner. If appropriate they should have a current PAT (Portable Appliance Test) label.
3. **COMPLIANCE WITH THE CHILDREN ACT:** The hirer shall ensure that any activity for children under eight years of age complies with the Provisions of the Children Act 1989 and that only fit and proper persons have access to the children. If appropriate to your event you should ensure adults with Safeguarding training are present and their certificates available for scrutiny if required
4. **ACCESS OUTSIDE OF HIRE PERIOD:** If access is needed outside of the hire period (for delivery of equipment/cleaning up etc.) this must be agreed with the secretary, and may incur an additional charge.
5. **END OF HIRE:** The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their original and usual position properly replaced. All refuse, recyclables and food waste should be removed from the premises by the hirer or their caterer.

*If there are any of the above conditions you do not fully understand, please contact the Booking Secretary. However, if you understand and agree with them, please sign the first page and return one copy to the Booking Secretary.*

MAY THE VILLAGE HALL COMMITTEE WISH YOU A SAFE AND ENJOYABLE EVENT.

Secretary & bookings: Suzy White, Threshers’ Barn, Huntshaw, Torrington, Devon EX38 7HE

Phone: 07711 787853 or 01271 858580

Email: [huntshawparishhall@outlook.com](mailto:huntshawparishhall@outlook.com)

Leaving checklist

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| --- | --- |
| **Things to check** | **√** |
| All heaters in main hall, toilets and kitchen switched off? |  |
| Ceiling fans turned off? |  |
| Toilets cleaned and waste bins emptied? |  |
| Kitchen cleaned and floor mopped? |  |
| Fridge turned off? (please leave door ajar) |  |
| Boiler turned off? |  |
| Hot water urns turned off and emptied? |  |
| Oven and extractor turned off? |  |
| Floors swept? |  |
| Decorations taken down? |  |
| Fire escapes all shut? |  |
| Lights off? Including outside lights? |  |
| Door locked and key returned? |  |

Thank you for your business and co-operation. We look forward to seeing you again!

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