

Little Eaton

Booking Clerk,

Barbara Adams
8 Station Road
Little Eaton,
Derby. DE21 5DN



Village Hall

07805 053180

-----e-mail----- bookings@littleeatonvillagehall.com -----

BOOKING FORM PLEASE COMPLETE IN BLOCK CAPITALS.

For available dates please contact the Booking Clerks. They're here to help!

Name of Hirer (person).....

This person should be a responsible adult who will be in charge of Health and Safety, Fire and No Smoking precautions and Alcohol Consumption (if any), during the hire period.

Organisation (If Applicable).....

Address of Hirer

Post Code..... Phone..... E-mail.....

Purpose of Hiring

Please indicate if alcohol is to be consumed during the event. Yes.....No.....

Please indicate if you have a Child Protection/Vulnerable Persons Policy. Yes.....No.....

Alcohol Consumption is covered by the Hall's Premises Licence. All events at which alcohol is consumed are required to enclose a separate £250 bond. The premises are to be evacuated by 11 pm in the case of all evening events.

Rooms required	Dates	Time From	Time to	Hours	Rate £	Charge £
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I enclose a **cheque** in respect of hire charges of.....£.....

I enclose a separate **cheque** for £250 in respect of a bond charge.....£.....

~~Cheques to be made payable to~~ **LITTLE EATON VILLAGE HALL** TOTAL.....£.....

By signing this form you are agreeing to all the Terms & Conditions of Hire of Little Eaton Village Hall.

SIGNED.....HIRER

DATE

Please return this page to the Booking Clerk. Confirmation will be sent on receipt of your form.



Terms and Conditions of Hire.

Bookings are only acceptable when made on this official booking form by a responsible adult. The Hall Management Committee reserve the right to refuse, cancel or impose special conditions where appropriate to any booking. In the event that a booking coincides with a sporting club fixture, every effort will be made to accommodate you.

The person signing the booking form is responsible for the Health and Safety of all persons during the hire period. You should make yourself aware of the Fire Evacuation Plan, the position and use of all Fire Protection Equipment and the location of First Aid Boxes and Incident Reporting Forms. This information can be found on the Entrance Lobby Notice Board. If alcohol is consumed you will be responsible for the prevention of excessive and underage consumption. If this condition is found to be breached the Police will be informed immediately.

Single bookings must be accompanied by this completed hire form and all due monies and deposits. They cannot be accepted less than 14 days in advance. Block bookings cannot be made for Saturday evenings. All other bookings are subject to availability. The Hall Management Committee reserve the right to waive these conditions in exceptional circumstances. In the event of a cancellation, hire charges and deposits may be refunded if made more than 14 days prior to the event.

Opening and Closing the Village Hall.

For single bookings the Village Hall will be opened up for you and closed afterwards, details will be given at the same time as your booking is confirmed. For block bookings you will be provided with your own key and entry code, details will be given along with your booking confirmation. Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or remain after the hire period. **You should include setting up and clearing away time in your booking to avoid clashes with other users** Please telephone 07805 053180 – booking clerk in case of any difficulty. **Please leave the facilities in a clean and tidy state. All recyclable waste may be placed in the recycling pod at the entrance to the car park. All food and non-recyclable waste should be taken home. Failure to comply with this may result in further charges or the forfeiture of your deposit.**

Safety - The Village Hall has a Non Smoking Policy. This is a legal requirement.

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits to the Emergency Assembly Point in the Car Park. The Fire Brigade should be called by dialling 999. The exact location of the fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. This information can be found on the Lobby Notice Board. Please use the trolleys provided for moving chairs and tables in order to avoid injury. The Village Hall's Health and Safety file is available upon request. The Fire Manual with instructions, torch and reflective jacket is in the upper disable toilet window. First Aid Boxes are located in the Cafeteria/Bar, Main Kitchen and the Lower Hall Kitchen.

Location and Use of Fire Equipment for Hirers - Please familiarise yourself with the Fire Evacuation Procedure which can be found on the Entrance Lobby Notice Board, and the position and use of the fire equipment.

Power Circuits/Heating - Please let the booking clerk know if you need the Village Hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the Village Hall being too cold or hot for subsequent users.

Hall Telephone - The Village Hall has no telephone, you are advised to bring a fully charged mobile telephone for use in case of emergency.

Car Parking - Vicarage Lane is a public road and this must not be obstructed. The Village Hall car park will accommodate 50 cars if they are parked sensibly. The Car Park is available free of charge to all hirers of the Village Hall Complex. This is not exclusive as there may be other events on St. Peters Park.

Consideration for Others - Please ask guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents. Complaints could jeopardise any future bookings you might make. Drawing pins, sellotape, duck/gaffer tape are not to be used on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters. Please leave the Village Hall clean and tidy. In particular we ask you to ensure all equipment is cleaned if necessary prior to being stored away.

Faults/Damage/Comments - Please report any faults or damage to the Booking Clerk/Caretaker as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Village Hall.

Disclaimer: Ultimate responsibility for running any event in a lawful manner rests with the Hirer. Whilst we may highlight information which may help to achieve this we cannot be held accountable for the accuracy or completeness of the guidance. In particular the absence of advice cannot be taken as implying any form of approval.



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Block Booking Form. Invoices for regular users will be sent quarterly in arrears.

Use this form for the regular use of facilities, mixed use of facilities, sequenced use of facilities. For the avoidance of errors, please list all dates individually. Entries like "every Monday", are not acceptable.

Rooms required	Date	Time From	Time to	Hours	Rate	Charge £
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Hire Charges from 1 April 2019

Pricing Key per hour.

	Thomas Bates Hall/Kitchen	Heritage Room	Committee Room	Lower Hall/ Kitchen	Sports Lounge
Regular users					
Residents	£ 8.00	£ 4	£ 3	£7.00	£ 5
Non-Residents	£ 10.00	£ 5	£ 4	£8.00	£ 6
Occasional users	£16	£7	£ 5	£11	£8
Business Users	£16	£9	£7	£12	£10

All evening events must finish at 11pm. Cleaning and clearing away may take place after this time.

All events that require the caretaker to check and lock up incur a charge:

Before 11.00pm £5 11.00pm and after £10

All cheque's to be made out to: **Little Eaton Village Hall.**

Do not consider any booking as firm until you have received confirmation from the Booking Clerk.

Setting up and clearing away time must be included in your requested booking time to avoid clashes with other users. You may incur a further charge if you leave the facilities in a untidy state and not fit for the next user.

All recyclable waste MUST be placed in the Recycling Pod at the entrance to the car park. Food waste and any other non-recyclable items MUST be taken home. No waste of any type to be left behind. A charge will be made in all cases if waste is left in the building.

The Thomas Bates Hall, the Lower Hall and the Sport Lounge include kitchen/drink facilities at no extra charge.

A charge of £5 per session will be made if the ovens are required.

A charge of £5 per session will be made if the stage lighting and/or projector/screen are used.

The Thomas Bates Hall, including the stage has a wooden floor.

The Heritage Room, Committee Room and the Sports Lounge, all have carpeted floors.

The Lower Hall has children's tables/chairs/toilets

Use of stage but not the stage lighting or projector/screen is included in the Thomas Bates Hall hire.

(hirer to clear as necessary and re-instate stored items on stage)

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Please contact the booking clerks for further help and advice.

For clarification:-

Regular users are defined as any group, person or organisation that books the Village Hall's facilities **6 or more** times in one calendar year. It is a **Police** condition on the Premises Licence that all hiring's where alcohol is to be consumed **must include** the £250 bond, **you must** operate a Challenge 25 Policy, (for which there is a refusals book). No alcohol is to be stored or left on the premises. Licensing Act 2003, is to be adhered to at all times. Details can be found on the Lobby Notice Board. If you are not known to either of the Booking Clerks, **you must** show proof of identity.

The Village Hall Complex is available from 7.00 am to 11.00 pm.

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities.

- a. The performance of plays
- b. The exhibition of films
- c. Indoor sporting events
- d. The performance of live music
- e The playing of recorded music
- f The performance of dance
- g The provision of hot food/drink
- h The consumption/sale of alcohol
- I Other activities not covered by the above and which have been notified in writing.

The responsibility to determine if any additional PPL or PRS licenses are required for live or recorded music rests with the Hirer.

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers. Please consult plan of Village Hall for details.

Where a licensable activity will take place, the hirer hereby acknowledges the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein. The Hirer or their authorised representative, agrees to be present during the hire period and to fully comply with the terms of this Hire Agreement.

Standard Conditions of Hire

These standard conditions apply to all hiring's of the Village Hall. If the Hirer is in any doubt as to the meaning of the following terms and conditions, the Booking Clerk should be consulted.

1. Responsibilities of the Hirer

The Hirer, being a responsible adult, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Booking Clerk the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents and any other consequential loss.

3. 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 or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without permission.



4. Gaming, Betting and Lotteries

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.

6. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the Hall's Health and Safety Policy.

The Hirer acknowledges their responsibilities in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.
- The location and use of fire equipment, as indicated on the Lobby Notice Board.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- That all fire exits are unblocked and free of obstruction.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises..

7. Outbreaks of fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Secretary of the Management Committee.

8. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

9. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. All electrical equipment brought onto the premises should be PAT tested.

10. Insurance and indemnity

The Hirer shall be liable for:

- (i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
- (ii) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer. The Hirer shall indemnify and keep indemnified accordingly each member of the Village Hall Management Committee and the Village Hall's employees, volunteers, agents and invitees against such liabilities.
- (iv) Where appropriate, organisations should arrange for 3rd party liability insurance.

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16. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the village hall. No animals whatsoever are to enter the kitchens at any time.

17. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989. The Hirer shall provide the Village Hall Management Committee with a copy of their Child Protection /Vulnerable Persons Policy on request.

18. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the village hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

19. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

20. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

21. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall Management Committee. The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

1. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
2. The Village Hall Management Committee reasonably considering that such hiring will lead to a breach of the premises licence conditions or other legal and statutory requirements, or unlawful or unsuitable activities, that will take place as a result of the hiring.
3. The premises becoming unfit for the use intended by the hirer.
4. An emergency requiring the use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these and similar disasters.

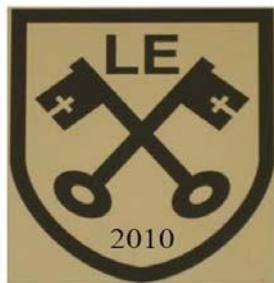
In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

22. 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 usual positions properly replaced, otherwise the village hall shall be at liberty to make an additional charge.

23. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, pay due regard to the proximity of neighbours, and to any other condition of the Premises License.



24. Stored equipment

The Village Hall Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall Management Committee may use its discretion in any of the following circumstances:

(a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended

(b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Village Hall Management Committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

25. No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Village Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall be at the discretion of the Village Hall Management Committee.

26. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

27. Smoking

The Hirer shall, and shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave the premises.

Facilities and Equipment

Access

- Disabled access and facilities are available throughout the Village Hall Complex.

Thomas Bates Hall

- Hall capacity 128 sq.m.
- Hall size 15m x 8.3m
- Stage Curtain
- 3 wipes
- 30 Tables 2m x.9m
- 120 Chairs
- Sound System/Amplifier.
- Tie clip microphone
- VGA connection
- 120 standing, seated or at tables
- **Stage** size 3.8m x 8.3m x .6m 31 sq.m
- Black back Curtain
- 4 dimmable spotlights on gantry.
- 10 Double sockets
- Hearing Induction loop.
- Radio microphone
- Ceiling Mounted Projector,
- Wall mounted screen on stage

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Main Kitchen

- Oven and Hobs. Microwave. Dishwasher. Chiller. Freezer. Warming Cabinets.
- Crockery, 120 sets, cups, saucers, plates, bowls, jugs, milk jugs, tea pots.
- Cutlery, 120 sets, knives, forks, desert spoons, tea spoons. Serving spoons, etc.
- Kitchen utensils, 6kw and 3kw hot water drinks dispensers.

Lower Hall

- Hall Capacity 80 sq.m
- Size 11m x 8.5m
- 5 Tables
- 20 Chairs
- Kitchen. Sink/Drainer. Oven. Microwave. Fridge. Work top.
- Cups, saucers, plates, cutlery.
- 80 standing, seated or at tables
- 8 Double sockets.
- 30 Children's Chairs.
- 8 Children's Tables

Heritage Room

- 12 seated. Size 4.1m x 5.1m
- 12 Chairs.
- Large Table 3m x 1.8m
- Speaker feed from stage.

Committee Room

- 8 seated. Size 2.8m x 2.7m
- 8 Chairs
- Table 2m x .9m

Sports Lounge Cafeteria/Bar

- Size 4.5m x 4.7m
- Sink/drainer, hot water drinks dispenser, dishwasher, fridge.
- Cups, saucers, glasses, (various).
- Cloakroom/Meeting Room.

Changing Rooms Showers

- Bench type changing facilities, cloakrooms.
- Hot/cold communal showers. Single shower in the Ladies Toilet.

Toilets

- Upper Floor, Disabled/unisex toilets, 2 sets Male Toilets, 2 sets Female Toilets.
One with integral single shower unit.
- Lower Floor, Disabled/Unisex toilets, boys toilets, girls toilets, outside
Male and Female toilets.
Baby changing facilities on both upper and lower floor.

Car Park

- 50 car parking spaces, including disabled and mother & baby, motorcycle and bicycles.

Store Rooms

- 7 various Store Rooms from 47 sq.m to 5.4 sq.m. Use arranged on application.

Please Note.

Cleaning equipment for the Lower Floor is kept in the Cleaning Store at the bottom of the staircase.

Cleaning equipment for the Upper Floor is kept in the Cleaning Store in the cafeteria.

Dish Clothes, Tea Towels, Oven Gloves, Table Linen, Washing Liquid, are NOT Provided.

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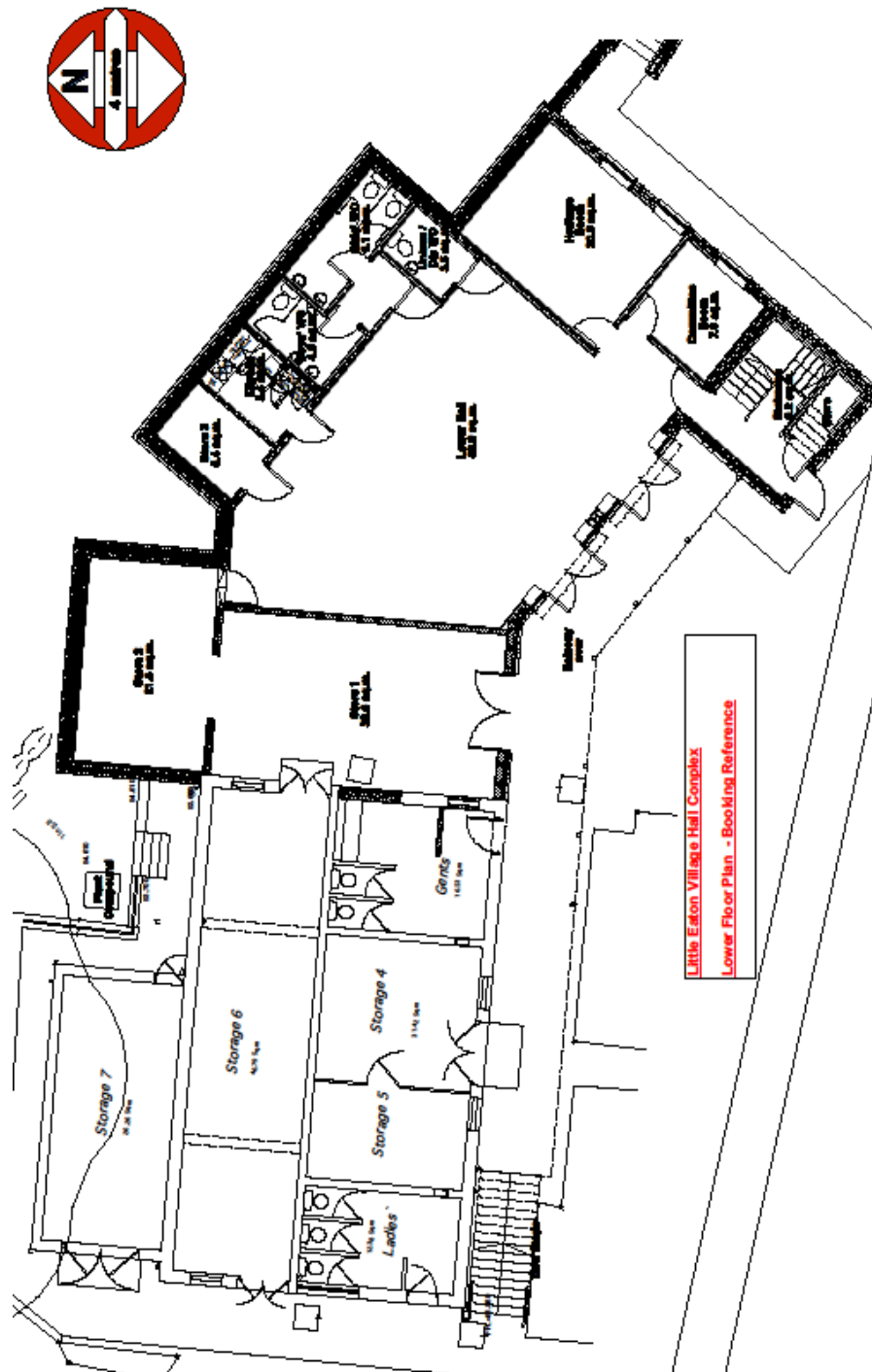
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