



## WITHAM ST HUGHS VILLAGE HALL

### BOOKING FORM AND TERMS AND CONDITIONS OF HALL HIRE.

**(THIS FORM IS NOT TO BE USED FOR BOOKING THE BAR)**

NAME: ..... ORGANISATION: .....

REGISTERED CHARITY NUMBER (if relevant)

.....

ADDRESS: .....

TELEPHONE: .....

EMAIL ADDRESS: .....

I WISH TO HIRE ON (Day)..... (Date) ..... / ..... / .....

TIME: (From)..... (until) .....

For regular weekly booking, please state the days and times required. Please indicate if you will be requiring the hall during school holidays. This will be confirmed with the Clerk termly.

.....

.....

The event held will be (please state the reason for hall hire).....

.....

Witham St Hughs Parish Council hold the licence for Witham St Hughs Village Hall, Caraway Drive, Witham St Hughs. Lincoln. LN6 9XG. Premises Licence 32UE/L10303 from 18/03/2016 to indefinite

Standard Licence timings:

Monday to Thursday 08:00 00:30

Friday and Saturday 08:00 01:30

Sunday 08:00 23:30

Non - Standard Timings:

Christmas Eve and New Year's Eve extended until 1.30am

| ACTIVITY   | YES | NO | DETAILS |
|--|-----|----|---------|
| A performance of a play  |     |    |         |
| An exhibition of a film  |     |    |         |
| A performance of live music  |     |    |         |
| Any playing of recorded music  |     |    |         |
| A performance of dance   |     |    |         |
| The provision of late-night refreshment  |     |    |         |
| Entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance, including adult entertainment                                      |     |    |         |
| The supply of alcohol<br><br><b><u>(Should you require bar facilities for this booking, please contact the bar company direct, via email – <a href="mailto:withamnewbar@yahoo.com">withamnewbar@yahoo.com</a>)</u></b> |     |    |         |

**I wish to hire the Hall, as stated above, and agree to abide by the Conditions of Hire. I am aware that I will be required to pay a refundable deposit of £50 on booking the venue\*\*. This will be refunded via bank transfer if the hall is found to be in the same condition as it was received.**

**Glitter is NOT to be used in the hall.**

**Where possible please open windows and doors to allow natural ventilation.**

**The Hall has been cleaned and prepared prior to your booking. Cleaning products and a tick sheet will be provided by the caretaker for you to use, please ensure this is kept in a secure place and away from children whilst using the hall. It must then be returned to the Caretaker at the end of the booking.**

Signed..... Dated.....

ALL ENQUIRIES should be made to the Parish Clerk, Mrs Rachel Popplewell at

[parish.clerk@withamsthughs-pc.gov.uk](mailto:parish.clerk@withamsthughs-pc.gov.uk)

Bank Details for Refund –

Name

Sort Code

Account Number

| HIRE RATES PER HOUR (MINIMUM BOOKING ONE HOUR, AND THEN IN HALF HOURLY INCREMENTS)                 | PRICE PER HOUR  | TOTAL NUMBER OF HOURS | TOTAL BOOKING FEE |
|--|-----------------|-----------------------|-------------------|
| Small Hall and Kitchen only  | £11.00          |                       | £                 |
| Large Hall only you will <b>NOT</b> have access to the kitchen area if booking the large hall only | £13.00          |                       | £                 |
| Both Halls and Kitchen   | £20.00          |                       | £                 |
| <b>FOOTBALL FACILITIES</b>   |                 |                       | £                 |
| FOOTBALL PITCH ONLY  | £30 PER MATCH   |                       | £                 |
| FOOTBALL PITCH WITH TWO CHANGING ROOMS   | £50 PER MATCH   |                       | £                 |
| Field Hire   | £15 PER SESSION |                       |                   |
| ** Plus Deposit  |                 |                       | £50.00            |
| <b>TOTAL Hire Fee</b>  |                 |                       |                   |

**Bookings will not be confirmed until payment is received in full. Payment is via Bank transfer only once you have received your invoice. please ensure that you use the INVOICE NUMBER as a reference to your booking so that payments can easily be traced.**

PLEASE RETURN YOUR COMPLETED FORM AND YOUR REMITTANCE TO: Mrs Rachel Popplewell, Parish Clerk. The Parish Office, Caraway Drive, Witham St Hughs, Lincoln. LN6 9XG or send a completed signed and scanned document to parish.clerk@withamsthughs-pc.gov.uk

#### **CLEANING AND BREAKAGES DEPOSIT**

**A £50 deposit is required for all bookings and will be returned via bank transfer, following inspection of the hall.**

#### **First Aid Box & Fire Extinguishers.**

On arrival you will be shown the location of the first aid box, accident book & the fire exits. Please ensure any accidents are detailed in the accident book and the caretaker if notified when leaving the hall.

It is your responsibility to ensure the safety of your group.

#### **REGISTERED CHARITIES**

A Registered Charity may hire the facilities at the rates stated above and will be offered a 50% discount of the hall hire fee or charged a minimum of £13.00 whichever is the higher amount, if in the opinion of the Parish Council the event is directly organised to raise funds for the purposes of the Registered Charity. This concession may be restricted to one occasion per calendar month at the sole discretion of the Parish Council.

**The Charity Commission Registration number must be entered on the Booking Form to qualify for this discount.**

#### **REGULAR WEEKLY ACTIVITIES**

Regular weekly activities which are booked in advance for a minimum of two months will receive a 10% discount **if paid at least one month in advance of the starting date.** This discount is only available at the time of booking and is not retrospective. If future bookings are subsequently cancelled the discount will no longer apply and Hirer will be charged the original full price of the bookings. A 10% late payment charge will be added should a chasing email be sent.

## **HOME BASED SPORTS TEAMS**

A special rate for a full season may be arranged between a team organiser arranging any recognised team sport based in the village (Home Team) and the Parish Council. **It will be payable monthly in advance** of the playing season and shall include access to the changing rooms and pitches as specified in the agreement.

## **BOOKINGS**

Must be paid for in advance and bookings will not be confirmed as final until full payment is received. Full payment is required at the time of booking and must be received within 7 days of the invoice being issued. None receipt of the payment within the timescales will result in the booking being cancelled.

## **CANCELLATIONS**

Bookings that are cancelled with **less than 28 days'** notice from the start date of the event booked will forfeit 50% of the total hiring fee. The £50 refundable deposit for cleaning/breakages will be returned in full, should the hall be left in the same condition as on arrival.

Bookings that are cancelled (or not fulfilled) with **less than 7 days'** notice from the start of the event booked will forfeit 100% of the total hiring fee. The £50 refundable deposit for cleaning/breakages will be returned in full, should the hall be left in the same condition as on arrival.

If the Parish Council can rebook the date (s) and times that have been cancelled the cancellation penalty may not be applied at the discretion of the Council and a full refund may be made in these circumstances.

Should you wish to cancel your booking at short notice or on the day, please call the caretaker on 07818 303261 and email the Parish Clerk as confirmation – [parish.clerk@withamsthughes-pc.gov.uk](mailto:parish.clerk@withamsthughes-pc.gov.uk)

## **INDEMNITY FROM THE HIRER**

This section forms part of the Conditions of Hire.

The Hirer shall indemnify and keep indemnified each member of Parish Council's employees, volunteers, agents, and invitees against: -

- (a) The cost of repair of any damage made to any part of the premises including the contents of the premises.
- (b) All actions, claims, and costs of proceedings arising from any breach of the Parish Council Hiring Conditions.
- (c) All claims in respect of damages, including damage for loss of property or injury to persons, arising because of the use of the premises (including the storage of equipment) by the Hirer.

Signed *Councillor Danny Bell*

Chair, Witham St Hughs Parish Council

### CONDITIONS OF HIRE

Bookings must be paid for in advance and are only applicable after confirmation by the Clerk. Any arrangements made by potential Hirers prior to confirmation of the booking are made entirely at the potential Hirer's risk.

If no confirmation has been received within five working days potential Hirer's are advised to contact Mrs Rachel Popplewell, The Parish Clerk via email at [parish.clerk@withamsthughes-pc.gov.uk](mailto:parish.clerk@withamsthughes-pc.gov.uk)

1. The following are not allowed on the premises: any illegal activity including smoking, unapproved electrical equipment, flammable substances, or any other action which will render the village hall insurance invalid – if in doubt please speak to the Clerk
2. The Hirer shall ensure that any activities conform to current legislation including operating within health and safety guidelines. Where applicable relevant current insurance and DBS paperwork should be in place and written confirmation of the above may be requested at the discretion of the Parish Council
3. It is very important, and the responsibility of the Hirer to ensure, that the capacity of the hall is not exceeded. Failure to comply could result in court action.

| Room   | Size (Metres) | Maximum Capacity | Square Metres |
|--|---------------|------------------|---------------|
| Small Hall with Kitchen facility                       | 6.4 x 5.2     | 67               | 33.28         |
| Large Hall with no kitchen facility                    | 7.9 x 6.2     | 98               | 48.98         |
| Both Halls Combined<br>With bar as a function facility |               | 155              |               |

4. **Preparation and clearance of the hall is the responsibility of the Hirer. This includes all regular bookings. You must allow for set up and cleaning time within the booked hours. If cleaning is required the Duty Caretaker will advise and payment will be taken from the deposit. The Hirer is liable for all breakages. If breakages exceed the deposit value the Hirer is responsible for the full amount. Breakages include loss and replacement of keys.**
5. All rubbish must be removed from the vicinity of the Village Hall, including the kitchen waste bin contents, unless other arrangements have been agreed in advance.
6. All accidents and breakages must be reported to the Caretaker or Clerk as soon as possible. Accidents must be recorded in the Accident Book which is in the First Aid box in the kitchen.
7. No animals or birds except for guide dogs are allowed in the Village Hall unless previously agreed to, please speak to the Clerk for authorisation

8. Noise should be kept to a minimum. The hall is in a residential area, and due consideration should be given to its neighbours. Undue noise disturbance will be viewed as misuse of the facilities.
9. The Village Hall premises is a no smoking building, this includes the use of electronic cigarettes and smoke machines (eg, disco equipment)
9. Any decision by the Parish Council shall be final and accepted along with these rules as part of the conditions of hire.
10. In the event of any dispute between the Hirer and the Parish Council, the Hirer may refer the matter to the Chair of the Parish Council for arbitration.
11. **The hall should not, under any circumstances be left unattended at any time. The Caretakers details are on the notice board should you need them to return before the end of your booked time. This however cannot be guaranteed, and you may be required to wait until the end of your booking for her to return.**
12. If you are making use of the outside space this must be swept and all rubbish cleared away.
13. **Should the Terms & Conditions not be met, the Parish Council reserves the right to withhold your deposit.**

**The Hall should be left as one would wish to find it. All tables and chairs must be cleared away in the designated areas and floors should be swept. Please ensure that you cover set up and clean up time within your hire.**