



Palterton Village Hall Venue Hire/Booking Form

CONTACT NAME.....

DATE HALL REQUIRED.....

TYPE OF EVENT.....

ADDRESS.....

.....

.....

POSTCODE.....

CONTACT TEL NUMBERS.....

.....

ESTIMATED NUMBER OF GUESTS.....

ROOM HIRE includes Hall, Kitchen and Toilets (£7.50 PER HOUR) please allow time for setting up/clearing away

START TIME.....

FINISH TIME.....

TOTAL NUMBER OF HOURS AT £7.50 PER HOUR.....

BAR REQUIRED (AT AN ADDITIONAL £8 PER HOUR) YES / NO

BAR START TIME.....

BAR FINISH TIME.....

TOTAL NUMBER OF HOURS AT £8 PER HOUR.....

TOTAL COST OF ROOM HIRE (AND BAR IF REQUIRED) £.....

All cheques payable to "Palterton Welfare" please.

Please enclose a separate payment of £50 to cover the refundable deposit. I confirm I have read and signed the terms and conditions of hire and agree to pay the hire fee at least 14 days prior to the booking.

SIGNED..... DATE.....

Palterton Village Hall Terms and Conditions of Hire

Bookings

1. In order to confirm the booking, the hirer must complete and return the booking form with the refundable deposit of £50 to the Parish Council Office.
2. The room hire fee must be paid at least 14 days before the date of the letting. Please make cheques payable to Palterton Welfare.
3. Any cancellation must be made in writing. A charge will be made for any booking not cancelled at least two weeks in advance.
4. The council reserves the right to cancel bookings for unforeseen circumstances such as electricity failure or staff unavailability and at the request of the returning officer.
5. The Hall holds a Performing Rights Society licence for the performance of copyright music.
6. If Palterton Village Hall is not licensed for your event, a Temporary Event Notice (TEN) may be required. If this is the case it is the responsibility of the hirer to obtain written consent from the Village Hall Management Committee before applying for the TEN. A copy of the TEN notice must be supplied to the Village Hall management Committee prior to the event taking place. Failure to obtain a TEN will result in automatic cancellation with no refund.
7. The hirer must not use the premises for any purpose other than described in the conditions of hire.
8. The Hirer agrees not to exceed the maximum number of people permitted per room as stated below

Main Hall	75 Capacity(Seated)
Small Room	25 Capacity(Seated)

General

9. The hirer is to leave the premises in the state of cleanliness in which they found them and leave tables and chairs in the positions in which they found them.
10. The Village Halls equipment including crockery may be used ; all breakages must be reported to the Parish Council Contact and/or The Village Hall Management Committee and be paid for by the hirer.
11. All crockery must be washed, dried and stored away as found before your group leaves.
12. The hirer is responsible for any damage done to the Village Hall by their guests or by themselves, any damage must be reported to the Parish Council Contact and/or Village Hall Management Committee and be paid for by the hirer. (The Village Hall Management Committee reserves the right to appoint a contractor to repair the said damage)
13. All rubbish should be placed in the bins provided, any additional rubbish placed in black bags provided and left in the kitchen area.
14. No children under 16 should be allowed into the kitchen area.
15. Only Bar/ Village Hall staff are allowed behind the bar. No other persons are permitted to enter at any time.

THE COUNCIL ACCEPTS NO RESPONSIBILITY FOR PERSONAL ITEMS OR THOSE BELONGING TO YOUR ORGANISATION OR GUESTS WHEN USUING THE VILLAGE HALL OR VILLAGE HALL CAR PARK. THEY ARE NOT COVERED BY THE COUNCILS INSURANCE.

Bar Facilities

16. If the bar is required you must state this on the booking form at the time of room hire and pay the additional £8 per hour on top of the room hire fee.

17. The hirer, guests or the caterer may not bring alcohol onto the premises. The hirer may gain prior permission from the Village Hall Management Committee to bring Champagne for example for a "Toast".
18. The Village Hall bar licence hours permit the sale of alcohol Sunday to Thursday 7pm to 11pm only and Friday & Saturday 7pm to 11.30pm only.
19. Guests, the hirer and caterers must have left the premises by: 11.30pm Sunday to Thursday and by Midnight Friday and Saturday.

Outside Caterers

20. Outside caterers must hold a basic Food Hygiene Certificate and their own public liability insurance, the hirer is responsible for ensuring that they do so.
21. The Palterton Village Hall Management Committee is not responsible for any food brought onto the premises or prepared by outside caterers.

Fire Regulations/Health and Safety

22. At the beginning of each period of hire you must draw attention to all guests the position of exit doors, the assembly point in the car park and the Fire evacuation procedures as advised by Derbyshire Fire Service.
23. You should ensure that the use of a mobile telephone is available for emergency use as there is no land line.
24. If the fire alarm sounds, initiate the evacuation of the building to the assembly point (Village Hall Car Park). Do not stop for coats or belongings and do not carry drinks out with you. In the absence of a caretaker from the Fire Brigade.
25. On the discovery of a fire, operate the nearest break glass fire alarm call point and initiate the evacuation of the building to the assembly point (Village Hall Car Park)
26. You should not return to the building after an emergency fire evacuation has taken place until the person in charge has notified you that it is safe to do so.
27. Hirers own electrical equipment must not be used unless a qualified electrician has completed an annual portable appliance test (PAT Test) and evidence of this is given to the Village Hall Management Committee.
28. Please note that in accordance with the law No Smoking is allowed within the Village Hall Buildings. The hirer will be responsible for ensuring that No Smoking rules are adhered to, any fines incurred as a result of noncompliance will be passed to the hirer.
29. The first aid box is located in the bar and kitchen are of the Village Hall.
30. The Hirer will be responsible for ensuring that the noise levels are within Environmental Health guidelines i.e " noise shall not emanate from the premises such as to cause people in the neighbourhood to be unreasonably disturbed" and also ensure that guests leave the premises in a quiet and orderly manner, respecting the neighbours. Failure to comply will result in no further bookings being taken by the hirer.
31. The Village Hall operates CCTV for the safety of its users and staff. A copy of the CCTV Policy is available on request.

Declaration

I Accept all terms and conditions as detailed above

Hirer

Print.....Signed.....

Date.....

The Villa, Wood Lane, Scarcliffe, S44 6TF

Telephone: 01246 240495

scarcliffeparishcouncil@hotmail.co.uk www.scarcliffeparishcouncil.co.uk