

FILLONGLEY VILLAGE HALL TRUST

Bookings Clerk: Mrs Jayne Moore, 7 Crossways Cottages
Nuneaton Road, Fillongley, Warwickshire.
CV7 8DL

office@fillongleyvillagehall.co.uk 07572 114044

NAME OF APPLICANT

ADDRESS.....

TELEPHONE NUMBEREVENING

ORGANISATION/ASSOCIATION

EMAIL ADDRESS

TITLE OF FUNCTION

PURPOSE OF FUNCTION (please state whether private or public).....

LICENSING; The Village Hall has a premises license authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event;

| | | |
|-----------------------------|--------------------------------|--|
| Monday – Sunday | 00.00-24.00 | Opening Hours |
| Monday – Saturday Sunday | 10.00 - 23.59 10.00 - 23.30 | <i>Licensable activities authorised by the licence;</i> Provision of regulated entertainment by indoor sporting events and films. Indoor & outdoor plays, live music, recorded music, performance of dance & anything similar. Provision of entertainment facilities for making music, dancing, anything similar indoors and outdoors. Late night refreshments indoor only. |

The Hall is also available for non-licensable activities.

EXPECTED NUMBERS OF ATTENDANCE;

DATES REQUIRED;

TIMES REQUIRED;

ROOM REQUIRED; **Main Hall / Edwin Thompson Room.** (please delete as applicable).**NB** Each room is charged separately. Food and drink are not permitted in the Edwin Thompson Room.

ARE YOU USING AN OUTSIDE BAR? **YES/NO** (IF “YES” PLEASE NOTE THAT THE BAR LICENCE IS THE HIRER’S RESPONSIBILITY)

If “YES” please give name, address and telephone number of Bar and Licencee.....

DO YOU INTEND TO USE KITCHEN FACILITIES? **YES/NO** If “yes” please note that the oven/hob/microwave must be cleaned before departure.

CHARGES

- a. There is a minimum charge of 3 hours. Charges are for whole hours only.
- b. The Village Hall may only be accessed during the times stated on the booking form.
- c. The Hall must be vacated by the end of the Hire time as stated. If the room is not cleared within this time a further charge will be levied at double the normal rate - the minimum charge being one hour.
- d. Cheques must be made payable to **FILLONGLEY VILLAGE HALL**.
- e. The balance of the hire charge shall be paid not less than 14 days* prior to the booking. (*unless alternative arrangements have been agreed).
- f. Should the booking be cancelled more than 28 days prior to the booking, one half of the deposit shall be forfeit.
- g. Should the booking be cancelled between 28 and 14 days prior to the booking, the whole deposit shall be forfeit.
- h. Should the booking be cancelled within 14 days prior to the booking, the full hire charge shall be payable.
- i. Under certain circumstances, at the discretion of the Management Committee, a separate deposit (or bond) may be required to ensure that the Hall is left in a satisfactory condition. This is refundable to the payee, once the Hall has been found to be in satisfactory condition after the booking
- j. It should be noted that the hire charges quoted are reviewed every year and may be subject to alteration, in which event, the minimum of one months notice will be given in writing.

CANCELLATION

The Village Hall reserve the right to cancel this hiring by written notice to the Hirer in the event that

- a) Such hiring will lead to a breach of licensing conditions or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- b) Premises becoming unfit for the use intended by the Hirer.
- c) An emergency requiring the use of the premises as a shelter for the victims or flooding, snowstorm, fire, explosion etc.

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

SUPERVISION

The Hirer (or the Hirer’s Authorised Representative) shall be present at the Village Hall during the hiring and agrees to comply fully with this hire agreement and the rules of the Village Hall. The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and 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 access (including the farmers track at the rear) and for emergency vehicles. As directed by the Village Hall Clerk or any representative, the Hirer shall make good or pay for all damage (including accidental damage), to the premises or the fixtures, fittings or contents and for loss of contents.

USE OF PREMISES

The Hirer shall not use the Premises for any purpose other than that described in the Hire Agreement and shall not sub-hire or use the Premises or allow the premises to be used for any unlawful or unsuitable 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. The Village Hall may only be used during the times stated on the booking form.

COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH) The COSHH folder containing this policy and the Safety Data Sheets can be found with the Manual in the Village Hall. Users of the Hall who bring their own

cleaning materials or any other substances Hazardous to Health are responsible for completing their own COSHH assessments for the substances and for ensuring their safe usage.

PUBLIC SAFETY The Hirer shall comply with all Conditions and Regulation made in respect of the Premises. All Policies and Procedures are found in the Operation Manual in the Village Hall kitchen, and on the Fillongley Village Hall Website. The Hirer should ensure they are familiar with emergency procedures. Any electrical equipment brought in by the Hirer to the premises should be in good, safe, working order.

INSURANCE AND INDEMNITY

The Hirer shall be liable for;

- a. The cost of repair of any damage done to any part of the premises.
- b. All claims, losses, damages and costs 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.
- c. All claims, losses, damages and costs made against or incurred by the Village Hall as a result of any nuisance caused to a third party by the Hirer.

Fillongley Village Hall has its own Public Liability Insurance. If you are charging people to attend your event you will not be covered by Village Hall insurance and the Hirer will need to have adequate insurance of their own.

BOUNCY CASTLE INSURANCE

If the named hirer brings a bouncy castle to the hall and they will be supervising the bouncy castle, there is **not** cover on the village hall insurance in respect of liabilities to do with the bouncy castle. The hirer, must confirm that they have Public Liability insurance in place. If, for example, parents are hiring a bouncy castle and supervising it they may be covered on their home contents insurance but this would need to be checked by the hirer. If the hirer is using a professional, attended, bouncy castle, it is the Hirers responsibility to ensure the Companys Public Liability Insurance is in place.

HEATING

The Village Hall is heated on a timer, please do not touch the boiler controls though you are welcome to adjust the thermostat on the right hand side of the main door of the hall.

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.

STORED EQUIPMENT

The Village Hall accepts no responsibility for any store equipment or other property brought on to or left at the Premises and all liability for loss or damage is hereby excluded

SMOKING

Smoking (in any form) is not permitted in the building. The Hirer shall ensure that anyone wishing to smoke outside shall dispose of cigarette ends, matches etc in a tidy and responsible manner so as not to cause a fire or litter.

END OF HIRE

The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition with all lights and equipment turned off, properly locked and secured.

DECLARATION

It is hereby agreed that the standard conditions of hire together with any special condition of hire shall form part of the terms of this hire agreement unless specifically excluded by agreement in writing between the village hall and the hirer.

None of the provisions of this agreement are intended to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Having read the Trustee's Conditions and Regulations, I/We clearly understand and undertake to abide by and confirm to them in the event of this application be granted.

I/We have noted the rule that no persons under 21 years of age may hire any part of the Village Hall.

I/We agree that when the letter/email of confirmation and deposit has been received, this application and such acceptance, together with the said Conditions and Regulations of hiring, shall constitute the legal contract of hiring between the Trustees of Fillongley Village Hall committee and myself/ourselves.

I/We enclose a deposit of £ (25% of the total hire fee).

Signature of Applicant.....(I confirm I am over 21 years of age)

Position of Applicant.....

CORRESPONDENCE ADDRESS; Mrs Jayne Moore, 7 Crossways Cottages, Nuneaton Road, Fillongley, Warwickshire, CV7 8DL office@fillongleyvillagehall.co.uk