



Standard Booking Form & Hire Agreement

Hirer details:	Name or Organisation and / or Name of authorised representative:	
	Address:	
	Contact telephone number:	Email:
Event date required:		
Rooms required:		
<input type="checkbox"/> Main Hall, Library, Meeting Room		
<input type="checkbox"/> Mary Egglestone Suite, John Egglestone Suite		
Type of Event:		
Event times:	Start:	Finish:
Access and Exit times: Usually 30 mins before start/30 mins after finish	Access time:	Exit time:
Outside Providers? Yes / No Caterers, Disco, Entertainers, Inflatables, Balloons etc	Set up time: (Ideally within Access time)	Collection time: (Ideally within Exit time)
Estimated no. of attendees/guests		

No. of tables: Use plan overleaf to indicate preferred layout <i>(Please note Banqueting tables may not be available dependent on other bookings, and are only available for main hall use)</i>	No. of Small rectangular: (sits 6-8)	No. Small Square: (2 rectangular together)
	No. of Large Rectangular: (sits 10)	No. Large Square: (2 rectangular together)
	No. of Round Banqueting (10): (Additional £25 setup)	Cost: £
Table Linen Hire: £3.50 per tablecloth hire. Black or white.	No. of tablecloths required:	Cost: £
Chair / Sash Covers: For hire, various colours. Quote on request.	No. of seat covers required:	Cost: £

Tea/Coffee (£10 for 1 st 12 cups; £1 per cup over 10)	Yes / No No. of cups	Cost: £
Use of Village Hall Music / Lights Use Bluetooth for your own playlist / use ours	Music - Yes / No	Lights - Yes / No

Room Hire Charges – NOTE: Additional charges may be incurred depending on special event requirements (separate form)		
Main Hall with bar - £35 per hour	No. of hours: (excluding access and exit times)	Cost: £
Main Hall only - £25 per hour	No. of hours: (excluding access and exit times)	Cost: £
Other rooms - £15 per hour or £25 for both Mary & John Egglestone Suites	No. of hours: (excluding access and exit time)	Cost: £

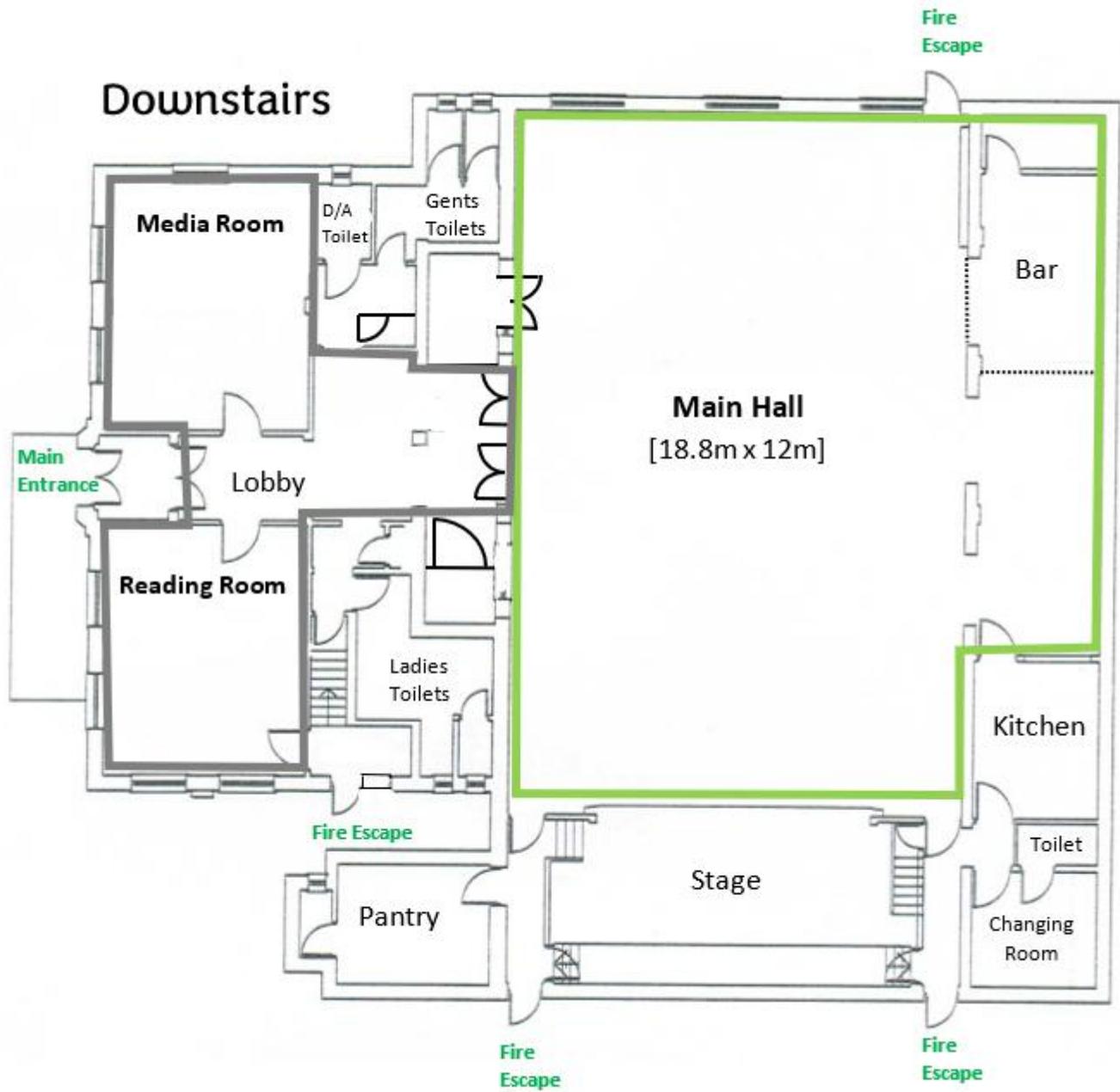
50% Deposit to be paid on booking to secure booking. Balance to be paid by one week before event.	
<ul style="list-style-type: none"> • Make Cheques payable to Coxhoe Village Hall Association • Bank Transfers - Sort code: 60-83-01 Acct: 20452191 - Coxhoe Village Hall Association • Payment can be made by cash or card or payment link on request or by visiting the Hall. 	Total cost: £

Signature of Hirer <i>includes agreement to the Terms and Conditions on pages 3&4</i>	Signature of acceptance by Coxhoe Village Hall
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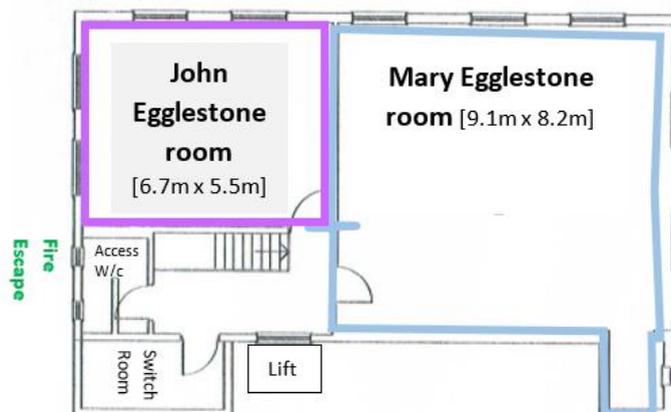
If you would like to suggest how the rooms should be laid out, please add to the plan below.

We will do our best to accommodate or may discuss alternative suggestions with you.

Please note that we reserve the right to adapt any requested layout to fit with any preceding or later bookings.



Upstairs



Coxhoe Village Hall Hire Agreement and Conditions of Hire: Registered Charity Number 520763

These standard conditions apply to all hiring of the village hall. If the hirer is in any doubt as to the meaning of the following, the Hall Secretary should immediately be consulted.

1. **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 Hall Secretary, 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.
2. **Cleaning:** After use the Hirer shall carry out basic cleaning e.g. wipe tables, sweep floor, clean kitchen, bag rubbish.
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 way nor do anything or bring onto 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 written 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.
5. **Licences:** The Hirer shall ensure that the Village Hall holds a Performing Rights Society Licence and Phonographic Performance Ltd Licence which permit the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence or the Village Hall holds it.
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.
 - (a) The Hirer acknowledges that they have received instruction 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. (see diagram on information 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.
 - (b) In advance of an entertainment or play the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.
 - 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. **Means of Escape:** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
8. **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.
9. **Health and Hygiene:** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are not provided with a refrigerator and thermometer.
10. **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 thereunder. Any person who breaches this provision shall be asked to leave the premises.
11. **Electrical Appliance Safety:** The Hirer shall not permit any electrical appliances to be brought to the premises without prior permission from the committee. Where electrical appliances are permitted the hirer shall ensure that they are in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

12. Insurance and Indemnity:

- a) **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, and subject to sub-clause (b), 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.
- b) The village hall shall take out adequate insurance to insure the liabilities described in subclauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The village hall shall claim on its insurance for any liability of the Hirer hereunder **but the Hirer shall indemnify and keep indemnified each member of the village hall management committee and the village hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.**
- c) Where the village hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the village hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and its own negligence.

13. Accidents and Dangerous Occurrences: The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee as soon as possible and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

14. Explosives and Flammable Substances: The hirer shall ensure that (a) Highly flammable substances are not brought into, or used in any part of the premises and that (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

15. Heating: The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

16. Drunk and Disorderly Behaviour and Supply of Illegal Drugs: The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

17. 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 kitchen at any time.

18. 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 and that only fit and proper persons who have passed the appropriate Disclosing & Barring Service checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the village hall management committee with a copy of their DBS check and Child Protection Policy on request.

19. 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

By signing the agreement on page 1 you are accepting the Terms and Conditions shown on pages 3 & 4.

- Useful contacts: Police Non-emergency: 101 / Urgent medical needs: 111
- **In case of emergency contact Police, Fire or Ambulance: 999**