

MILBURN VILLAGE HALL

Booking Form – Block Booking by Organisation

1. Name of Organisation (if applicable)									
2. Representative Details	Name	Address					
3. Periods of Hire (please give precise dates)									
4. Times required	From To									
5. Purpose of Hire (eg routine meeting)									
6. Person responsible and in attendance during the hire (if different from hirer)	Name					Address
Telephone										

MILBURN VILLAGE HALL

Conditions of Hire

1. No subletting is allowed.
2. The Hirer shall not use the premises for any purpose other than that stated on the Hiring Agreement.
3. In the event of any damage being caused to the hall or contents during a hire, the hirer will be responsible for the cost of repair/replacement. Any damage must be promptly reported to the booking secretary.
4. The hirer will be responsible for the preservation of good order and will ensure that no annoyance or disturbance is caused to nearby residents.
5. At all times that regulated entertainment is taking place, doors and windows will be kept closed except to allow the internal air in the premises to cool, if required, and for access and egress.
6. When regulated entertainment is taking place, steps must be taken to assess and ensure that noise from the entertainment is not audible outside the premises so as to cause a nuisance to any nearby residential property. Where such noise is audible immediate steps must be taken to render it inaudible.
7. The hirer is responsible for preparing the hall for use. Early access may be available for this purpose at the discretion of the booking secretary provided this does not interfere with other users of the hall.
8. The hall must always be left in a clean and tidy condition. Any tables and chairs used must be cleaned and replaced in their storage position. All lights and kitchen water heaters must be turned off before leaving. All internal doors must be left closed and the fire shutter at the kitchen hatch must be closed. **IF ADDITIONAL CLEANING IS REQUIRED AFTER YOUR BOOKING, THIS WILL BE CHARGED AT AN HOURLY RATE.**
9. No function shall extend beyond midnight without the written agreement of the Management Committee.
10. If alcohol is to be served the hirer must operate a proof of age scheme; no one under 18 may be provided with alcoholic drinks.
11. If preparing or serving food, the hirer must observe all relevant food safety and hygiene regulations.
12. Any electrical equipment brought to the hall by the hirer must be in good working order and used in a safe manner.
13. Cancellation of any booking must be notified to the booking secretary as soon possible and in any case at least 7 days before the intended hire date.

Failure to give 7 day's notice may result in a fee being charged.

14. The hirer will be responsible for ensuring that vehicles brought to the hall by persons attending meetings/events are parked so as not to obstruct the highway or disabled access to the hall.
15. The person identified as the representative on the booking form must be fully conversant with the position of hall fire exits, fire extinguishers, water stop tap and electrical switches. If necessary the booking secretary will make this information known to the hirer.
16. The person identified as the representative on the booking form should make the following fire-procedure announcement to attendees of their event. This should be delivered standing in the main hall immediately in front of the serving hatch, looking into the hall:

“In the event of a fire leave the building through the double doors behind the curtains in the centre of the wall in front of me. Press against the metal bars in the centre of the doors and they will open outwards. There is a second fire exit in the corner diagonally to my right. Exit is also possible from the hallways through the doors behind me to both left and right.

After leaving the building assemble on the village green beside the bus shelter and await instructions before attempting to re-enter the building.”

17. The hall's Public Entertainment Licence permits a maximum of 90 persons to use the hall when seated at tables and hirers must ensure that this number is not exceeded. When users are not all seated at tables this number may be exceeded but the total number of chairs available is 100.

ON LEAVING THE HALL PLEASE USE THE DEPARTURE CHECK LIST AT THE EXIT DOOR.

Special Notes.

- a) All hirers must sign and comply with these Conditions of Hire, returning one signed copy with the booking form. The hirer signing the form must be aged 18 or over.
- b) Please note clause 8, Cleaning charge.
- c) The hire charge includes the cost of electricity and heating; no other form of heating may be used without the written consent of the management committee.
- d) Particular care must be observed when moving stacks of hall chairs on the supplied trollies:
 - Ensure the stack is no more than **6** chairs high

- Ensure the trolley is pushed fully under the bottom chair in the stack.
 - Grip the third chair in the stack with your arm **over** the top bar of the trolley.
 - **With your foot on the back of the trolley**, lean the stack backwards until it balances on the wheels.
 - While retaining your grip on the third chair, wheel the stack to the required position and then reverse the procedure above to lower the stack **gently** to the floor.
- e) Where alcohol is sold or supplied the hirer is responsible for compliance with the Premises Licence. For this hiring the management committee permit the sale of alcohol untilpm/am
- f) Where alcohol is to be sold there will be an additional charge in respect of the cost of the premises licence (see “Charges”).
- g) The management committee reserve the right to cancel any booking in the event of the hall being required for use as a polling station for national or local elections.

Completed booking forms should be returned to the Booking Secretary;
M.R. & E.R.M. Godfrey, ‘Glendene’ Milburn, Penrith CA10 1TL
Tel 017683 61007. Payment may be made at time of booking otherwise
is due immediately on completion of hire.

Acceptance of Terms of Hire

As representative of.....(Name of hiring organisation or individual), I accept the Conditions of Hire above, one copy of which I have retained.

Signed

Date