

HIRE OF BELCHAMP WALTER VILLAGE HALL

Hirer's Name:	Telephone:
Address:	E-Mail:
Date:	Hours required:
Nature of Event:	
Kitchen required? If so, for what purpose: ie. Cooking and/or food preparation	
Do you intend to use the Village Hall grounds? If so, for what purpose ie. Parking/additional entertainment.	
Payment Details: BACS Payment _____ Cheque Payment _____ £20.00 deposit _____ or Full Payment _____	
I agree to the terms and conditions of hire as attached. _____ Date: _____	

FOR ADMIN USE:

Deposit received £ _____ To Treasurer:_____

Acknowledgement of booking: _____

Final Balance: _____ To Treasurer:_____

TERMS AND CONDITIONS:

HIRE OF BELCHAMP WALTER VILLAGE HALL

RATES:

£75 per day + heating

Hourly hire up to 4 hours £10 per hour +heating

1. Hire of the hall is only for the date/times applied for.
2. The key will be made available for set up and cleaning purposes, but must be returned to the key holder asap.
3. Day hire times: 8.30am until 11.30pm (these times can be varied by agreement with the agreement of the booking secretary)
4. All music will finish 11.15pm unless specifically arranged with the bookings secretary.
5. If a paid bar is in operation, alcohol sales will cease at 11.00pm
6. A £20.00 deposit should be paid with the hall hire application.
7. The Hall has a maximum occupancy of 100 (including organisers/performers) and this number must not be exceeded.
8. All damage will be paid for at replacement cost.
9. The hirer is responsible for the cleaning pre and post event.
10. The hall will be left in the condition in which it was found with table/chairs stacked appropriately.
11. The hirer may use the kitchen facilities, including cutlery/crockery and glasses,
12. If preparing, serving or selling food, the hirer must observe all relevant food and hygiene legislation and regulations. The premises provides a refrigerator and food thermometer.
13. Please note: The two small fridges in the bar area are not usually plugged in. The hirer may use these but needs to ensure they are cleaned out, disconnected with the doors left open after the event.
14. All recyclable rubbish – ie. Bottles, must be taken away.
15. General rubbish must be placed in black sacks in the refuse bin outside.
16. The grounds may be used during the period of hire, if required for parking there is space for a maximum of 10 cars. Please note, some villagers park at the Village Hall by arrangement. Please talk to the bookings secretary for further information.
17. The large gate leg tables may not be used outside. There are rectangular tables for outside use which are kept in (and need to be returned to) the shed.
18. Bouncy Castles or equivalent are prohibited under the hall insurance policy and therefore are not permitted.
19. In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all accidents must be reported in the Accident Book located on the mantelpiece in the kitchen.
20. No additional heating appliances, including LPG external heaters, are allowed.
21. The hall has a premises and alcohol licence authorising regulated entertainment and the sale of alcohol. If a paid bar is proposed you must confirm arrangements with the booking secretary as a committee member is required to monitor the event in this instance.
22. If a paid bar is being provided, events organisers must comply with the 4 key objectives of the Licensing Act 2003; the prevention of crime and disorder; public safety; the prevention of public nuisance and the prevention of children from harm. Organisers will acknowledge the requirements of the key objectives in relation to the use/hire of Belchamp Walter Village Hall as set out in appendix A. This will be returned and retained by the booking secretary.
23. A wifi service is available but the following provisions must be adhered to

The hirer agrees

a. to ensure that the wifi service is not used for disseminating any unlawful, libellous, abusive, threatening, harmful, obscene, or otherwise objectionable material.
b. not to permit the transmission of any material that constitutes a criminal offence.
c. not to permit, make, transmit, or store electronic copies of material protected by copyright.
d. to keep any username, password or any other information which forms part of the wifi service security procedure, confidential and not to disclose to any third party.
e. Showing content from streaming platforms that require an account such as Netflix or Amazon Prime is not permitted.
f. Ensure age classifications are taken into account when screening films.

24. The Health Act of 2006 deems the village hall to be a public place and therefore smoking is prohibited in any part of the building. Smoking outside is permitted but cigarette butts, matches etc must be disposed of responsibly.

Payment can be made via cheque or BACS. To secure your booking please send/email the booking form to Becky Poynter (rbpbwvh@gmail.com) enclosing a cheque for the deposit or make a BACS payment to Belchamp Walter Village Hall: Barclays Bank: Sort Code: 20-83-50 Account Number: 50164917

For queries about rates and additional hire of tents or equipment or to arrange a visit, please contact the Village Hall Treasurer. Becky Poynter (01787 881620) (rbpbwvh@gmail.com)

CONFIRMATION OF BELCHAMP WALTER VILLAGE HALL HIRE

Hirer's Name:	Date of Hire:
Details of event:	
Additional information	
Deposit paid:	
Signed on behalf of the Village Hall Committee:	Date:

APPENDIX A:

If a paid bar is being provided, event organisers should read the following information and sign to confirm that they are in agreement with the principles and protocols set out in this document.

Licensing Act 2003: The 4 licensing objectives

- **The prevention of crime and disorder.**

Organisers will promote the designated driver scheme by maintaining low prices for soft drinks and ensuring free water is available at every event.

"Don't drink/drive" posters and other relevant campaign material are displayed in and around the hall.

An incident book is maintained where full details of all occurrences of disorder at the premises must be recorded.

The incident book is kept on the premises at all times and will be made available for inspection by the police.

- **Public safety.**

Organisers will take note of appropriate fire safety procedures that are in place including fire extinguishers (foam, dry powder, and CO2), fire blanket, internally illuminated fire exit signs and emergency lighting (see plan displayed in hall for details of locations).

All emergency exits are to be kept free from obstruction at all times.

All accidents will be reported in full in the accident book (kept in the kitchen) and notified to the booking secretary following the event.

- **The prevention of public nuisance.**

Organisers are obliged to ensure all customers/attendees leave the premises quietly.

Clear and legible notices are prominently displayed to remind customers to leave quietly and have regard to neighbours.

Organisers will ensure that the sale or provision of alcohol will be refused to those who appear intoxicated. Any refusal of the sale of alcohol must be recorded in the incident book (kept in the kitchen) which may be reviewed by the police.

- **The protection of children from harm.**

Organisers should familiarise themselves with the safeguarding policy (on display in the hall). The named safeguarding officer is Jane Walker and she should be contacted in the event of a safeguarding issue.

Sales of alcohol to adults may be refused if accompanied by children under the age of 18

Organisers may ask individuals who appear to be under the age of 25 for photographic ID such as proof of age cards, PASS Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer as proof of age.

Appropriate posters are displayed in the hall informing patrons of the right to ask for proof of age and refuse the sale of alcohol.

Organisers can refuse to serve anyone who is unable to prove their age. A register of sales refusals will be kept. An incident book is maintained where full details of all occurrences of refusal of alcohol at the premises must be recorded. This will be made available for review by the police.

If an event includes the showing of films, organisers must be aware of film age classifications and ensure any children present are not viewing inappropriate content.

Signed: _____ Date:_____