

## Holmbury St Mary Village Hall

Felday Glade  
Holmbury St Mary  
RH5 6PG

### Information for Hirers

Thank you for your interest in booking the Holmbury St Mary Village Hall.

The Hall, which is located at the end of Felday Glade in Holmbury St Mary, can be used for a wide range of private, group and community events and activities.

Under the applicable fire regulations, the maximum number of people permitted to be in the Hall is 152.

Facilities include:

- Large main hall area and stage with curtains
- 2 small side rooms
- Entrance Hall with ramp access
- Fitted kitchen with - two domestic-sized cookers and a small fridge-freezer
- Kettles, urn, adequate crockery and cutlery
- Ladies, Gents & Disabled Toilets
- Heating
- Hearing Loop
- Upholstered chairs for up to 100 people plus 50 plastic
- 13 trestle tables, 2 large serving tables and smaller card tables
- Small tables and chairs for children

### WHO TO CONTACT ABOUT BOOKINGS

Bookings Secretary:

Jude Palmer  
The Coach House  
Pasturewood Road  
Holmbury St Mary  
Surrey RH5 6PE

Tel: 01306 731120

E-mail: [holmburyvillagehall@googlemail.com](mailto:holmburyvillagehall@googlemail.com)  
<http://holmburystmaryvillagehall.org/>

### WHAT DOES IT COST?

The hire charges for the Hall vary according to the nature, timing and duration of the booking. A list of the current charges is enclosed. You will need to pay:

- ON BOOKING: A non-refundable deposit of: £20

- TWO WEEKS BEFORE THE EVENT

*(or now if your booking is for a date less than two weeks away):*

The full hire charge according the current list of charges, less (if previously paid) your £20 booking deposit

For certain types of the event (including weddings and parties), the Trustees may require the payment in advance of a security deposit of £200 to cover the costs of any breakages or other damage, or to cover the cost of any additional or exceptional cleaning-up after an event which they consider must be done before the Hall can be used by others. If a security deposit is required, the Bookings Secretary will inform you at the time of booking and the security deposit must be paid (in cash or by a separate cheque) with the balance of the hire charges. If paid in cash or paid into the Hall bank account, the security deposit will normally be repaid to the hirer shortly after the event, provided the Hall and its contents have been left in an undamaged, clean and tidy condition. If a security deposit cheque has been provided, the cheque will normally be cancelled or destroyed (if not required to cover damage or other costs) by the Bookings Secretary after your event unless you have previously asked for the cheque to be returned and provided her with a stamped addressed envelope for that purpose.

All cheques should be made payable to "**The Holmbury St Mary Village Hall Trust**".

### **CONDITIONS OF HIRE**

The Hall is maintained by a small group of local volunteer trustees and helpers. Our simple Conditions of Hire (enclosed) are designed to help us to keep the Hall in a reasonable condition for the benefit of other users and our hire charges are designed to help us to cover the cost of doing so. Please help us by reading and observing the Conditions.

If you have any questions about the use of the Hall which are not covered by this notice or the documents enclosed with it, please contact Jude Palmer (Bookings Secretary)

### **LEGAL REQUIREMENTS AND LOCAL AUTHORITY LICENCES**

The Hall trustees hold certain licenses, which apply to, and in some cases, impose conditions on the use of the Hall. These are primarily designed to ensure the safety of users and are reflected in the Conditions of Hire for the use of the Hall. For your own safety, please read the Conditions of Hire and ensure that they are observed in relation to your booking.

Please note in particular the following:

- *Maximum number:* The maximum number of people permitted in the Hall is 152.
- *Alcohol:* **The Hall does not have a licence for the sale of alcohol.**

If you are proposing to sell alcohol in the Hall (or to serve it as part of the price of an event for which an admission charge is made), you will need to file a Temporary Event Notice (TEN) with **both** the Police and with Guildford Borough Council.

(Contact in the first instance Environmental Health and Licensing Services, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey GU2 4BB (email: [licensing@guildford.gov.uk](mailto:licensing@guildford.gov.uk))) **at least ten days before your event.** The Guildford Borough Council Licensing Services will be able to help you through the process and will provide you with a stamped copy of your TEN by way of receipt. The stamped TEN must be displayed in the Hall during your event and you should send a copy to the Booking Secretary for the Hall's records. Please note that the number of temporary event notices, which may be issued for the Hall in any year is limited. You should

consult the Booking Secretary at the time of booking if you are planning an event at which alcohol will be sold in the Hall either directly or indirectly (e.g. included in the admission charge for an event).

- *Compliance with legal requirements:* If the Hall is to be used for certain activities (such as the sale of alcoholic drinks (see above), betting, events for children under eight or the sale of goods) the law requires you to obtain a special licence or to observe special requirements. These are your responsibility and not the responsibility of the Hall trustees.

#### **USE OF CAR PARK, GRASSY AREA:**

The land around the Hall is not owned by the Hall trustees.

- **Grassy area:** If you are intending to use the ground outside the Hall for any purpose other than normal recreational use, (for example, if you are planning to have a bonfire, light fireworks or erect a marquee) it is your responsibility to contact the Hurtwood Control Trust (contact: Mark Beaumont, telephone: (01483) 267267) for permission.
- **Car Park:** If you are proposing to use the car parking area outside the Hall for any purpose other than car parking (e.g., for setting up stalls, the erection of tents, holding of outside fetes/parties), for insurance purposes you must contact Shere Parish Council (parish clerk: L.S. Childs, Shere Parish Council, Tanyard Hall, 30 Station Road, Gomshall, Guildford, GU5 9LF; telephone: 01483 203431; e-mail address: sherepc@remote.guildford.gov.uk) as a "risk assessment report" may be necessary. **Please note that there is a public right of way across the car parking area which must at all times be kept clear and free for the public to use. If you expecting a large number of people at your event please plan ahead and marshall parking.**

#### **WHAT TO DO TO CONFIRM YOUR BOOKING?**

To confirm your request to book the Hall, please return as soon as possible to the Bookings Secretary (details above):

- the enclosed Booking Form (duly completed and signed);
- your payment (see "What does it cost" above); and
- if you would like a receipt, a stamped, addressed envelope (so that we can confirm your booking).

Your Booking Form will constitute your agreement to hire the Hall on the date(s) and for the period(s) and purpose you specify in the form and on the terms of the Conditions of Hire. The agreement will be complete when we confirm your booking.

**April 2010**

# Holmbury St Mary Village Hall

Felday Glade  
Holmbury St Mary  
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## Hire Charges

<u>Hiring Session</u>	<u>Non-Business Rate</u>	<u>Business Rate</u>
Hourly (part hrs charged as full)	£9 / hr	£12 / hr
Full day booking (9.00 a.m. – 6.00 p.m.)	£70	£12 / hr
Day time session (up to 4 hours)	£36	£12 / hr
Weekday Evening (18:00 – 24:00)	£75	£100
Weekend Evening (18:00 – 24:00)	£90	£100
Frequent Users (more than 20 day time / evening sessions per year)	£7 per hour	£12 / hr
Weekend booking (18.00 Friday to 13.00 Sunday)	£300	
Overnight	£150	

<sup>1</sup> **The Hall must be cleared up and vacated by midnight. Arrangements can be made (subject to other bookings) for a clearing up session (up to two hours) the following morning for an additional charge. If you require a clearing up session, please discuss this in advance with the Bookings Secretary.**

April 2010

## Holmbury St Mary Village Hall

Felday Glade  
Holmbury St Mary

### Conditions of Hire

#### **ARRIVAL AND SET UP**

- *Keys:* The keys to the Hall are available through the Bookings Secretary (Jude Palmer: telephone: (01306) 731120 or e-mail [holmburyvillagehall@googlemail.com](mailto:holmburyvillagehall@googlemail.com)), with whom arrangements for their collection and return should be made. Please ensure that a responsible person keeps charge of the keys at all times. The keys to the Hall must be returned promptly after your event since they may be needed for other hirers shortly afterwards. A charge will be made for lost keys.
- *Car parking:* Please ensure that access to the Hall by emergency vehicles is left clear at all times. If you are expecting a large number of cars, please make sure parking is appropriately supervised and, if necessary, consult the Bookings Secretary or one of the Hall trustees for advice. There is a public right of way through the car park. Accordingly, clear access through the car park for the public must be maintained at all times (unless expressly agreed in writing by Shere Parish Council).
- *Heating:* Heating the Hall is very expensive. The heating in the Hall is carefully regulated so that it should be at a comfortable temperature for most users at most times. If you do find the need to increase the heating, please do not turn up the thermostat to more than 20' and please always turn it down to 15' on leaving the Hall.
- *Tables and chairs:* You are welcome to use the tables (stored in the corridor to the side of the hall and under the stage) and chairs (stacked in the corridor to the side of the Hall). Please, however, return all furniture to its original place after your event (stacking the chairs neatly).
- *Windows:* The keys for the window locks are kept in the kitchen. If you open any windows, please remember to lock them again when you leave and return the keys to their place.
- *Kitchen and other equipment:* There are two domestic-sized cookers, a small fridge-freezer and a range of crockery and cutlery in the kitchen. You are welcome to use these but, if you do so, please make sure that you leave the kitchen clean and tidy, wash and return the equipment before you leave. Please do not overload the cookers.
- *Litter/Rubbish:* If you are intending to use the kitchen and/or your event is likely to generate litter or other rubbish, please bring a supply of black bin bags or bin liners with you so that you can leave the Hall clean and tidy for other users. The Hall trustees do not supply bin bags or liners.

## ***DURING THE EVENT***

- ***Responsible person:*** Please ensure that the responsible person (the person whom you nominated at the time of booking who must be over twenty-one) is in the Hall at all times and ensures compliance with these Conditions of Hire. Unless you let the Bookings Secretary know in advance, the person named in the booking form will be regarded as the responsible person for these purposes. If you need to change the person who will be responsible and present in the Hall during the period of your hire, please inform the Bookings Secretary promptly of that person's name and address. Remember that the person must be over twenty-one and present in the Hall at all times.
- ***Health and safety:*** Although the trustees of the Hall take all reasonable steps to ensure that the Hall is safe and clean for users, it is the primary responsibility of those booking the Hall to ensure the health and safety of users of the Hall. The Hall trustees are insured against any claims arising out of their own negligence, but they otherwise accept no responsibility for accidents to hirers or their guests, agents or employees and hirers should consider carefully taking out their own public liability insurance in case of any claims against them arising as a result of the hire. Please read and observe the various safety notices in the Hall. Emergency exits should not be obstructed at any time. Please also remember to ensure that emergency vehicles can reach the Hall at all times if required. If you are proposing to bring into the Hall any electrical appliance, it is your responsibility to ensure that it is safe and in good working order and used in a safe manner.
- ***Accidents and Dangerous Occurrences:*** The hirer must report all accidents involving injury to any person to a Hall trustee or the Bookings Secretary as soon as possible and record the details in the Hall's accident book (kept near the First Aid box in the kitchen).
- ***Fire:*** In case of fire, evacuate the Hall immediately and call the fire brigade. Fire extinguishers are provided in the Hall. Do not take any risks with personal safety in case of fire. It is your responsibility to ensure that everyone in the Hall knows how to evacuate the Hall in an emergency.
- ***Observance of licensing and legal requirements:*** The Hall is used for a wide variety of functions and events by a wide range of users. You must not use the Hall for any unlawful purpose and you should only use it for the purpose you have specified in the booking form. Some activities (e.g., the sale of alcohol (which includes serving alcohol at an event for which an admission charge has been made), public performances of music or dancing, and activities for young children) are subject to specific legal requirements and/or may require the filing of a Temporary Event Licence with the Police and the local authority (Guildford Borough Council) in advance of your event. It is the responsibility of hirers and users of the Hall to ensure that they find out about, and comply with, any such requirements and, if required, obtain and comply with any conditions of any licence, or file any notice, which is required for their event. Please note that, under the Licensing Acts, the number of Temporary Event Notices which can be filed for events at the Hall in any year is limited and, if that limit has already been reached in any year, you will not be able to do the things which require to be licensed (e.g., selling or serving alcohol) as part of your event.

- *Use of kitchen equipment:* You are welcome to use the equipment in the kitchen. However, please take care to avoid breakages or damage. After your event, please wash up cutlery and crockery and replace it where you found it. Please leave the kitchen area clean and tidy for the next users.
- *Care of the Hall:* The Hall trustees do their best to ensure that the Hall is in good condition and clean and tidy for all users. You can help them to do so by following a few common sense rules. Blu-tak and tape stuck on the walls of the Hall leaves marks and can damage the paintwork, so please avoid it. The same goes for the use of drawing pins. By law, flyposting or any other form of unauthorised advertising (including for any event taking place in the Hall) is not permitted and you are responsible for ensuring that you do not, and do not permit anyone else to, flypost or carry out any other type of unauthorised advertising.
- *Emergency telephone:* There is an emergency telephone in the main entrance lobby of the Hall. You should note the following numbers in case of emergencies:

Shere Surgery:	01483 202066
Out of Hours Emergency Cover (Thames Doc):	0208 3909991 or call 999
Local Police: (Holmbury St Mary desk)	0845 125 2222

The address of the Hall is Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary, RH5 6PG.

The emergency telephone will also accept in-coming calls. The telephone number is 01306 731681.

### **LEAVING THE HALL**

- *Vacating the Hall:* Unless the Hall trustees have (as an exception) agreed otherwise, all evening events in the Hall should be planned so as to ensure that everyone has left the Hall, with the Hall left in a clean and tidy condition, by no later than midnight.
- *Noise:* When leaving the Hall after your event, particularly in the evening, please try to avoid unnecessary noise and disturbance to our neighbours, the residents of Felday Glade.
- *Lights:* Please turn out all lights when leaving the Hall. The exterior lights are on a timer switch which will allow you to leave the car park area before automatically switching off.
- *Rubbish:* There are dustbins outside the kitchen door to the Hall. Please place all black bags in the bins and replace the covers. The Hall trustees do not supply black bin bags or bin liners - please bring a supply with you.
- *Heating:* Whether or not you have adjusted the thermostat during your event, please ensure that it is reset at 15' when you leave the Hall.
- *Replacement of equipment and chairs:* Please report any damage to the Hall, chairs, tables or other equipment to the Bookings Secretary. The Hall trustees may ask you to replace any broken or damaged items, or arrange for repairs to be done, and may charge you for, or retain all or part of any security deposit you may have

paid towards, the costs of doing so or for any additional or exceptional cleaning required to be done after your event to make the Hall ready for the next user.

- *Return of keys and refund of security deposit:* After your event, please ensure that all windows and doors in the Hall are securely closed and locked and return the keys of the Hall as soon as possible to the Bookings Secretary (as arranged with her). Subject to any deductions to cover the cost of breakages, damage or exceptional cleaning, the Bookings Secretary will cancel or return (to the person who made the booking) your security deposit (if any) as soon as possible following your event. If the security deposit has been paid by cheque and is not needed to cover breakages, damage or exceptional cleaning, unless other arrangements have been made with her, the Bookings Secretary will cancel and destroy the cheque after your event rather than returning it. If you would like her to return a security deposit cheque, please provide a stamped addressed envelope at the time the security deposit is paid.

## **GENERAL**

- *Cancellation:* If you wish to cancel your booking and the Bookings Secretary is unable to conclude a replacement booking, the question of the payment or the repayment of the hire charges shall be at the discretion of the Hall trustees. The Hall trustees reserve the right to cancel this booking by written notice to the hirer (as specified in the booking form) if (1) they reasonably consider that (i) the hiring may lead to a breach of licensing conditions or other legal requirement or (ii) unlawful or unsuitable activities will take place in the Hall as a result of this hiring or (2) the Hall becomes unfit for the use intended by the hirer. In the case of a cancellation by the Hall trustees, the hirer will be entitled to a refund of any deposit or hire charges already paid, but the Hall trustees shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.
- *Indemnity:* The hirer will indemnify and keep indemnified the Hall trustees (and each of them) and their employees, volunteers, agents and invitees against (1) the cost of repair of any damage done to the Hall, its installed equipment or contents, (2) all claims in respect of damage or loss of property or injury to persons arising from the use of the Hall by the hirer and (3) any liability or costs arising from the breach by the Hirer of any of these Conditions of Hire. Hirers are reminded to consider taking out their own insurance against these liabilities.

**April 2010**

**HOLMBURY ST MARY VILLAGE HALL**

**BOOKING FORM**

I/We: \_\_\_\_\_  
*(Specify name of hirer or hiring group)*

Hirer's Contact Telephone Number: \_\_\_\_\_

Hirer's Contact e-mail: \_\_\_\_\_

HEREBY:

1. AGREE to hire the Hall for the period: \_\_\_\_\_  
To be used for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. AGREE to comply with the Conditions of Hire (enclosed)

3. AGREE to pay the total charges before hire as follows:

<b>PAYABLE NOW:</b>	
Non-returnable deposit to confirm booking	£
<b>PAYABLE ONE MONTH BEFORE EVENT:</b>	
Returnable security deposit	£
<b>PAYABLE TWO WEEKS BEFORE EVENT:</b>	
Balance of payment	£

4. UNDERTAKE that the following person is over twenty-one and shall be in charge of and present in the Hall at all times when the Hall is in use and has responsibility for ensuring that the Conditions of Hire are complied with

**NAME AND ADDRESS IN BLOCK LETTERS:**

.....  
.....  
.....  
.....

5. UNDERSTAND that, if alcohol is to be sold in the Hall (whether directly or indirectly - e.g. as part of the admission charge for an event), **the Hirer** is responsible for filing a Temporary Event Notice (TEN) with the Police and with Guildford Borough Council **at least ten days before the event** (see Information for Hirers and the enclosed Conditions of Hire for details) and providing a copy of the TEN, stamped by Guildford Borough Council, to the Booking Secretary.

I/we confirm that alcohol WILL\* / WILL NOT\* be sold at this event.

**SIGNED ON BEHALF OF  
THE HIRER/HIRING ORGANISATION:**

\_\_\_\_\_ Dated: \_\_\_\_\_  
(Signature of hirer/representative)

To confirm your booking, please return one copy of this form, together with your deposit and (if you would like a receipt) a stamped addressed envelope to:

Mrs Jude Palmer  
The Coach House  
Pasturewood Road  
Holmbury St Mary  
Dorking  
Surrey  
RH5 6PE

Cheques should be made payable to **The Holmbury St Mary Village Hall Trust**

Please retain one copy for your records. Please make sure that you have read and understood the Rules for Hirers enclosed with this form which form part of your booking contract.

Please e-mail [holmburyvillagehall@googlemail.com](mailto:holmburyvillagehall@googlemail.com) or ring 01306 731120 about one week before your event for details of obtaining the key to the Hall. NB that the balance of your booking fee must have been received **before** you contact Jude about access to the Hall. Access to the Hall will not be permitted unless the booking fee (and, if you have been asked to provide a security deposit, the amount of the security deposit) has been paid in full.

Thank you.

\_\_\_\_\_  
\* Please delete as applicable.