

Holmbury St Mary Village Hall Booking Form

INFORMATION FOR HIRERS

Under the applicable fire regulations, the maximum number of people permitted to be in the Hall is 170.

Who to contact about bookings

Bookings Secretary, Jude Palmer
Deerswood, Sheephouse Lane
Abinger Common, Surrey, RH5 6LP
Tel: 07946 637584
holmburyvillagehall@gmail.com
www.holmburystmaryvillagehall.org

Use of car Park and 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 please talk to us. We have an agreement with Hurtwood Control that this area can be used for certain activities with additional payment. If you are thinking of using it for commercial means e.g. bike demonstration 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 this area 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, 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 to the Bookings Secretary as soon as possible,

- the enclosed Booking Form (duly completed and signed);
- your payment (if by bank transfer please include your name or organisation as reference)
- 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.

HIRE CHARGES & PAYMENT

Hiring Session	Non-Business Rate	Business Rate
Hourly (part hrs charged as full)	£9 p/h	£12 p/h
Full day booking (9.00 a.m. – 6.00 p.m.)	£70	£12 p/h
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 p/h	£12 p/h
Wedding booking (18.00 Friday to 13.00 Sunday)	£950 *	
Overnight	£150 *	

* For weddings/parties (not children's) an additional £400.00 security deposit must be paid by separate cheque. Once the hall is checked after your event it will be destroyed.

The Hall must be cleared up and vacated by midnight.

PLEASE make sure you book enough time to set up and clear up. You will be charged for additional clean up if required.

Payments to be made in advance, within one month of booking enquiry

For certain types of the event (including weddings and parties), the Trustees require the payment in advance of a security deposit of £400 to encourage users to treat the hall kindly and if needed 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. The security deposit must be paid with the balance of the hire charges. It must be paid by separate cheque and will normally be cancelled or destroyed provided the Hall and its contents have been left in an undamaged, clean and tidy condition.

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.

CONDITIONS OF HIRE

ARRIVAL AND SETUP

PLEASE READ THE INFORMATION FOLDER IN THE KITCHEN – we expect people to act responsibly when using the hall

Keys

The keys to the Hall are available through the Bookings Secretary, 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 for advice.

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

Please return all furniture to the side storage area after your event (stacking the chairs neatly) and clean it if needed.

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

Please make sure that you leave the kitchen clean and tidy, wash and return the equipment before you leave. Please keep doors to kitchen closed when using the ovens.

Litter/Rubbish

We do not supply bin bags - bring your own. Please make sure all rubbish is placed in large green bin outside the hall. Do not leave any for the foxes to rip open.

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. **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.

Care of the Hall

Do not use Blu-tak, tape or pins on the walls. 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, this telephone will accept in-coming calls. The telephone number is 01306 731681.

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
101 / 01483 571212

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

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.

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. The terrace lights need to be turned off.

Rubbish

Put all rubbish in the outside bin and avoid any overflowing.

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.

Return of keys

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.

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.

- a) more than four weeks before the booked event. 100% refund, less a £30 administration fee.
- b) between two and four weeks before your booked date. 50% refund.
- c) less than two weeks before the event. 0% refund.



Holmbury St Mary Village Hall

Felday Glade
Holmbury St Mary
RH5 6PG

BOOKING FORM

I/We

_____ (Specify name of hirer and hiring group if applicable)

HEREBY:

1. AGREE to hire the Hall
Date(s), start and end times
(including setting up and clearing up)

_____ (If more than one date/regularly bookings, please attach a separate list with dates/times)

2. I/We have read and understood all above information and AGREE to comply with the Conditions of Hire
3. 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.
4. I/we confirm that alcohol
 WILL
 WILL NOT
be sold at this event. (please tick whichever is applicable)
5. Please specify if you'd like the hall decorated for your event
 Ceiling drapes £25.00
(included in weekend booking hire fee)
6. Please specify if you'd like the use of the Hurtwood Control (Grassy patch opposite the hall)
 Hurtwood Control £25.00
7. Please specify what the hall will be used for

8. Please include any special notes/requirements for your booking

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

- | | | |
|--------------------------|-------------------------------|---------|
| <input type="checkbox"/> | Weekend Booking Fee in Full | £ |
| <input type="checkbox"/> | Hourly Booking Fee in full | £ |
| <input type="checkbox"/> | Returnable Security Deposit * | £400.00 |

**Payments to be made in advance,
within one month of booking enquiry**

The Holmbury St Mary Village Hall Trust
CAF Bank
Sort Code: 40-52-40
Account Number: 00017041
include your name or organisation name in reference

Security Deposits: Please provide separate cheque

10. 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

Organisation

Address

Landline

Mobile no

Email address

SIGNED ON BEHALF OF THE HIRER/HIRING ORGANISATION:

Signature of Responsible Person

Name

Date