

**APPLICATION FOR HIRE OF**

Invoice No: \_\_\_\_\_

**HARDINGTON MANDEVILLE VILLAGE HALL**

Name of Hirer		Tel. No	
Address			
Email:			
Nature of Hire, e.g. Child Party, Adult Party, Wake, class or other. (incl. use of stage)		<b>Stage</b>	Yes
			No
Date of hire			
Hall Hire Start Time	Hall Hire Finish Time		
Will alcohol be consumed/for sale (If yes – you may need to apply for a license – see below)	YES / NO		
Will Kitchen equipment, dishwasher, cooker etc. be required N.B. additional charges apply (see rates below)	YES / NO		

- **Keys - to be collected as arranged at time of booking and returned immediately following vacation of hall. Keys are available at Springfield Stores & Post office (BA22 9NP) 7:30 to 1PM Mon to Sat. Tel. 01935 862363**

**I HAVE READ AND ACCEPT THE FULL CONDITIONS OF HIRE (including the following):**

**Conditions of Hire**

1. If you wish to consume, sell or provide alcohol, (or in certain circumstances offer as a raffle prize), during your hire, you must seek the permission of the trustees using the link on the **Village Hall page of the Hardington Village website**. The form needs to be sent to Mr Andrew Middleton, The Designated Alcohol Premises Supervisor, The Old Roost, Barry Lane, Hardington Mandeville, Yeovil, BA22 9PS for approval.
2. The Village Hall has a Premises License authorising the following regulated entertainment and licensable activities at the times indicated shown below:

Activity	Times for which the activity is licensed	
	Monday - Friday	Saturday - Sunday
a. The performance of plays	1900-2300	1400-2300
b. The exhibition of films		
c. Indoor sporting events	0900-2100	0900-2100

d. The performance of live music	1900-0000	1400-0000
e. The playing of recorded music		
f. The performance of dance		
g. Entertainment activity similar to those in a - f		
h. Making music		
i. Dancing		
j. Entertainment facilities similar to those in h - i	2300-0030	2300-0030
k. The provision of hot food/drink after 11pm		
l. The sale of alcohol	0900-0100	0900-0100

3.

1. The hall has a licence with the Performing Rights Society for the performance of copyright music.

In order to hold a licensable activity not covered by the Village Hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs, which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

### 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 unlawful 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. See condition 1 above.

4. The Hirer (or its authorised representative, if appropriate) agrees to be present during the hire period and to comply fully with this Hire Agreement.

### 5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority 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:
  1. The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
  2. The location and use of fire equipment, the operation and use of the fire extinguishers & fire blanket. See links to suggested videos here <https://www.youtube.com/watch?v=yCbv5mXGDYQ> plus <https://www.youtube.com/watch?v=3hvgAggBSBo>
  3. As the hall has no Telephone line users should always bring with them a fully charged mobile phone in order to be able to contact the emergency services if required.
  4. Escape routes and the need to keep them clear.
  5. Method of operation of escape door fastenings.
  6. Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- b. At the commencement of the Hire, the Hirer shall check the following items:
  1. That all fire exits are unlocked and panic bolts in good working order.

2. That all escape routes are free of obstruction and can be safely used.
3. That any fire doors are not wedged open.
4. That exit signs are illuminated.
5. That there are no obvious fire hazards on the premises.

6. Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

7. 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.

8. 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 provided with a refrigerator and thermometer.

9. Electrical Appliance Safety (PAT Testing)

Please note that for insurance purposes and because of Environmental Health legislation it is YOUR RESPONSIBILITY as the Hirer to ensure that any portable electrical appliance that you bring to the Village Hall premises for your function/event MUST have been inspected and PAT TESTED in accordance with current legislative guidelines.

Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

10. 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 record the incident in the accident book, which is kept in the kitchen. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.

11. 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.

12. Bouncy Castle hire,

The hirer shall ensure that:

The provider & installer of the bouncy castle is insured against the following risks:

Damage to their own equipment

Damage done to our hall

Injury etc. to all adults and children involved in the activity.

If you do not confirm this and there is an accident – and the castle provider does not have insurance, there is a potential the liability will rest with you.

13. 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.

14. Animals

The Hirer shall ensure that no animals (including birds) except assistance 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.

15. 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 Criminal Records Bureau 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 committee with a copy of their Child Protection Policy on request.

14.Smoking

The Hirer 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.

15. Child Performance Licence

Performance licences and supervision for children

A child may need a licence if they're under school leaving age and taking part in:

- Films, plays, concerts or other public performances that the audience pays to see, or that take place on licenced premises
- Any sporting events or modelling assignments where the child is paid

The person in charge of running the event must apply to the child's local council for a child performance Licence. Ask the council if you're not sure you need one.

Supervision for the child

If the child will not be with their parent, schoolteacher or home tutor, they must be supervised by a chaperone approved by the council. Chaperones can apply for approval from the council.

16. Maximum number of people allowed on the premises is **150** standing and **75** sitting.

**17 Cancellation clause,**

The hall committee reserve the right to charge up to the full booking fee if the hirer does not require / use the hall or equipment and we are not given 24 hrs notice to cancel.

Signature of applicant .....Date .....

Please return the signed booking form to Halina Menhennett by email to [villagehallbookings@hardington.net](mailto:villagehallbookings@hardington.net) or drop it into Springfield Stores in the village.

## Hire charges from 1<sup>st</sup> April 2023

Hall hire.	£12.00 / hr.	Allows use of kitchen for light refreshments e.g. tea and cake. Tables & Chairs for internal use. Crockery and cutlery (included).
Use of kitchen.	£30.00	For preparation and cooking /reheating of food, use of dishwasher,
Children's party	£40.00 up to 30 children £50.00 over 30 children	Up to 3 hours
Adult party.	£90.00 up to 50 adults £100.00 over 50 adults	Up to 6 hours
Wake.	£50.00 up to 30 guests £60.00 over 30 guests	Up to 3 hours
Weddings.	£400.00 £500.00	Village residents. Non-Village residents.
To cover use of hall from midday Friday until midday Sunday (assuming a Saturday wedding) and full use of kitchen.		

## Equipment Hire (48 hr. period) for offsite use

	£2.50 per table
13 Trestle tables (wooden only):	£10.00 for 5 or more
	£20.00 for 10 or more
88 Wooden folding/plastic chairs:	£2.50 per 10

Crockery (crates of 50 items - dinner, tea plates, bowls, cups & saucers): £5.00 per crate

Tea Urn: £5.00

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