

BASHLEY VILLAGE HALL HIRE AGREEMENT

Bashley Village Hall Committee agrees to permit the hirer to use the premises for the purposes and period(s) described below.

Name of Hirer (Your Name):

Your Address:

Your email address: Your Telephone Number:

If you are booking for a company or organisation, please give their name and address for correspondence:.....

Details of Hire:

Purpose of hire:

Single Event period of hire:[day and date] [hours/am/pm/eve]

Start of Hire End of Hire

Regular hire: [day of week][hours/am/pm/eve]
..... [Frequency of hire: weekly/monthly/quarterly;
please give details, e.g. 3rd Monday of each month]

Sale of Alcohol:

Is alcohol being sold during the hire period? **YES / NO**

If YES please give the name or company applying for the T.E.N.S:

Costs of Hire:

Private Hire: hours at £15 per hour = £

Regular User: hours at £12 per hour = £

Bashley Resident: hours at £12 per hour = £

(This includes free use of the kitchen)

All Day Hire up to 8pm (see next page) £200 = £

(INCLUDES USE OF MAIN HALL, KITCHEN & BAR)

TOTAL = £

£10 deposit payable on confirmation to secure booking: = £

BALANCE due on = £

(Payable 4 weeks before the event)

£100 Security Deposit = £100.00

(Returnable subject to terms & conditions)

TOTAL due, 4 weeks before event: = £

Conditions of Hire:

Please state the name of the person(s) responsible for the safety on behalf of your group (if different from the person signing this form):

By signing this agreement, the hirer agrees to be present during the full period of hiring this facility and confirms that she/he has read and accepted the Conditions of Hire as set out overleaf/attached.

Signed by the Hirer: Date:

Signed on behalf of Bashley Village Hall Committee:

Mrs Muriel Wallace, Lettings Secretary, Bashley Village Hall Trustee & Authorised Representative (who should be consulted if there is any doubt as to the meaning of the terms and conditions of hire).

Address for correspondence:

1 Park Road, Ashley, New Milton, BH25 5DR

or email: murielandbill2002@yahoo.co.uk;

Tel: 01425 629042

****PLEASE COLLECT AND RETURN KEYS TO BASHLEY POST OFFICE**

NB All private hire including wedding receptions will now end at 8pm. The committee have regrettably taken this decision due to the abuse of these booking conditions typically exceeding the hire period, late night noise, damage, and the premises being left in a poor state.

We will allow charitable organisations to book the hall for their fundraising activities the early finish of 8pm will not apply.

BASHLEY VILLAGE HALL CONDITIONS OF HIRE

We reserve the right

- a) to refuse any booking.
- b) to cancel any booking which the Committee deem unsuitable be held in the Hall.

NOTE: BOOKINGS FOR PARTIES FOR 16 TO 21 YEAR OLDS WILL NOT BE ACCEPTED

1. The HIRER, being a person over 21, agrees to be present during the full period of hiring this facility and should ensure the number of people on the premises shall not exceed 150.

2. All bookings are strictly for the periods and times shown on the Hire Agreement.

The hire period is the time that the hirer commences and finishes using the Hall. It includes the time taken for setting up and clearing up.

IF THE HIRE PERIOD IS EXCEEDED, AN ADDITIONAL COST WILL BE PAYABLE.

3. During the period of hire, the HIRER will be responsible for the supervision of the premises, the care of the fabric and the contents, and car parking arrangements so to avoid obstructions of the highway.

4. The HIRER shall not use the Hall, Kitchen or any part of the building ("the premises") for any other purpose than that described in the hire agreement and shall not sub-let or use the premises, or allow the premises to be used for any unlawful purpose or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect of the premises, nor allow the sale of alcohol without written permission (see 7, below).

5. Keys must be collected and returned to Bashley General Stores and Post Office. The HIRER will not be able to gain access to the premises until the commencement of the hire period. Out of hours please return keys through shops residential house letterbox.

6. It is the responsibility of the HIRER to carry out appropriate risk assessments prior to each event. The HIRER is responsible for taking out insurance against third party claims which may be made against his/her organisation whilst using the premises. The HIRER shall indemnify the Committee for the cost or repair of any damage done in any part of the property including the contents of the premises which may occur during the period of the hiring as a result of the hire, including any claims brought against the Bashley Village Hall (BVH) Committee as a result of negligence on the part of the HIRER. HIRERS should be aware that the HALL'S INSURANCE DOES NOT COVER BOUNCY CASTLES.

PLEASE NOTE ANY DAMAGE/BREAKAGES IN THE BOOK LOCATED UNDER THE ENTRANCE HALL RECEPTION DESK.

7. The premises are not licenced for the sale of alcohol. The HIRER must obtain their own licence (a Temporary Event Notice) from New Forest District Council (NFDC) and inform BVH Committee's authorised representative if they intend to apply for one so that a record can be maintained. Only 15 Temporary Event Notices may be granted to any single premises in each year. Once the limit of 15 is reached, the HIRER will not be able to obtain a Temporary Event Notice. The Licensing Department at NFDC will be able to answer any questions regarding this issue. A copy of the Temporary Event Notice is to be prominently displayed in the Hall or kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

ANY BAR OPERATED UNDER LICENCE MUST BE CLOSED NO LATER THAN 8.00PM FOR PRIVATE FUNCTIONS AND 11.00PM FOR CHARITY BOOKINGS.

8. Smoking is not allowed anywhere in the building. It is against the law to do so.

9. Nothing is to be stuck to any walls anywhere in the building without the express permission of the BVH Committee's authorised representative.

10. BVH holds a joint PRS (Performing Rights Society) and PPL (Phonographic Performance Limited) licence.

However, certain activities (e.g. dance classes) will require their own PPL Licence. If the HIRER is using music in their classes, legally they are required to have their own PPL Licence as it is not something that will be covered by the PPL side of BVH's joint Licence. Further information can be found at www.prsformusic.com and www.ppluk.com. Where the HIRER allows music to be played, reproduced or amplified within the conditions of the premises, the HIRER must ensure that the volume is such that no undue disturbance is caused to local residents.

There shall be no special effects i.e. stroboscopic lighting, smoke, lasers, real flame, pyrotechnics, firearms, fireworks or foam etc. allowed.

**IN ANY EVENT, NO MUSIC IS TO BE PLAYED LATER THAN 11.00PM.
(8.00PM FOR PRIVATE HIRE)**

11. The HIRER shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries.

12. The HIRER shall, if preparing, serving or selling food, observe all relevant food, health and hygiene regulations.

13. The HIRER shall ensure that any electrical appliances brought by them to the premises must have a valid Portable Appliance Test before being used in the hall or grounds.

14. The HIRER shall ensure that the minimum of noise is made on arrival and departure. For any evening hire, the premises must be vacated by 8pm (Private Hire).

Please allow time to clear up and vacate by this time when booking.

PLEASE NOTE: IN THE EVENT OF NOISE COMPLAINTS BEING RECEIVED THE £100 DEPOSIT WILL BE FORFEITED.

15. At the end of the hire period, the HIRER is responsible for ensuring tables and chairs (max 5 to a stack) are put away in locations indicated. If any contents have been temporarily removed from their usual position they must be replaced, otherwise BVH Committee shall be at liberty to make an additional charge. The HIRER is also responsible for leaving the premises and surroundings clean and tidy, cleaning equipment is available for the hirer to use in the back room where the tables are stored, checking all lights are turned off, all taps in the kitchen and toilets are turned off, all windows are closed and secure and all doors are locked and the premises are secured unless directed otherwise.

16. In the event that any part of the premises is deemed unfit for the use for which it has been hired, BVH Committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.

17. The HIRER shall ensure no dogs, except guide dogs, are brought into the building.

18. BVH has no refuse collection. The HIRER is responsible for taking all litter away and needs to supply their own refuse bags.

19. The HIRER understands that BVH Committee may, with reasonable cause and at any time, cancel the booking, in which event the HIRER will be entitled to a refund of any deposit or final payment paid. Examples include if the premises are required for use as a Polling Station.

20. Where the kitchen is used it must be left clean and tidy. The cooker must be cleaned, surfaces wiped, crockery and cutlery washed and put away. The dishwasher should be emptied and left ajar. Any breakages must be reported to the Committee's authorised representative. A charge may be levied for replacement costs.

21. The HIRER agrees to pay a security deposit of £100. This will be refunded within 14 days after the event subject to any deductions for damages, breakages or any additional cleaning found necessary and less the cost of additional hours if the hire period is extended for any reason.

22. When an event involves children or vulnerable adults, the HIRER must ensure that Disclosure and Barring Service (formerly Criminal Records Bureau and Independent Safeguarding Authority) or other checks are carried out as required by current legislation.

FIRE SAFETY

It is the responsibility of the HIRER or their nominated Safety Representative to:

- a) Ensure no person smokes in any part of the building.
- b) Keep all emergency exits and escape routes clear of obstructions at ALL times.
- c) Ensure no naked flames (e.g. candles) are used in any part of the building.
- d) Ensure it is known how many people are in the building during the period of hire. A head count, or register should be taken at each meeting of all attendees so all can be accounted for in the event of a fire.
- e) In the event of a fire, raise the alarm immediately by operating the nearest fire alarm and instruct all persons to vacate the building immediately without stopping to collect belongings.
- f) Call 999 to summon Fire and Rescue services. The address of the building is Bashley Village Hall, Bashley Road, Bashley BH25 5RY. Also immediately inform the Committee's authorised representative or another Committee member of all the details.
- g) Ensure no-one is allowed to re-enter the building for any reason until told that it is safe to do so by an authorised officer. The fire assembly point is by stand 1 in the football car park.
- h) Ensure all those attending are made aware at the start of the function of the above conditions, locations of fire alarm points, extinguishers, exits and escape routes. A plan showing these is in the lobby.