



EVERTON VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity number 200201

Chair: Michael Flack Secretary: Sally Page Treasurer: Nigel Bush
Bookings: Nigel Bush 23 Warden Hill, Everton, SG19 2JT

Hirer's copy

Everton Village Hall – Hire agreement

Hirers agree to the following conditions of hire:

1. To respect the fixtures, fittings and furniture on the premises, and to leave them in the same working order in which they were found. **Please ensure all tables/chairs are put back as found, are stacked carefully to prevent collapse and that nothing is allowed to block the “KEEP CLEAR” section of the storeroom floor.**
2. To clear the premises, sweep them clean of litter, and **clean** up any spills before the end of the period of hire or within one hour after the function for which hired.
3. All rubbish should be taken away following any function. A fee of **£5** will be charged for any refuse left on village hall premises (this includes rubbish left in the wheelie bin).
4. To ensure that the premises are secured against unauthorised entry at the end of the period of hire by locking all doors, securing all windows and returning the keys to the key holder.
5. To ensure that any furniture or equipment removed from the premises during or for some part of the period of hire, be protected against the weather, and be replaced in the hall at the end of the hire period. **This includes the re-stacking of furniture and equipment in the storeroom.**
6. The Village Hall committee have undertaken a risk assessment of use of the Village Hall and endeavour to ensure the safety of hirers through compliance with applicable health and safety legislation – should you become aware of any issues or safety defects during your use of the village hall, please bring them to the attention of the committee at the time of returning the key.
7. In the event of an emergency situation arising during your hire event requiring immediate attention, please contact Nigel on 01767 682251 or Michael on 07802 844960
8. I undertake on behalf of any organisation or group for whom I am acting to repay the cost of repairing or making good any damage done to the premises or furniture and fittings therein.
9. I agree to the payment of the **hire fee outlined in the email** for which sum a receipt will be given. This should be paid **IN FULL** when the keys are collected prior to the period of hire.
10. I also agree to pay a deposit of the sum outlined in the email an earnest of my good faith, or the good faith of the group on whose behalf I am hiring these premises, in complying with the conditions of hire. (This deposit is to cover the cost of any minor damage and any additional cleaning deemed necessary by the caretaker following an inspection of the hall and its contents after your period of hire). Your deposit will be returned to you by post following the caretaker's inspection.
11. I understand that my deposit shall be forfeit should I or my organisation or group fail to comply with one or any of the conditions of hire.
12. I understand that there is a £10 cancellation fee payable should I cancel my booking with less than 7 days notice.
13. I undertake to comply with the regulations on the reverse of this page.



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ATTENTION OF HIRERS IS DRAWN TO THE FOLLOWING:

- a) **ALL** functions must finish **by midnight**, except those held on Sunday which must finish by **11 pm**. **ALL** functions for minors must finish by **11 pm**.
- b) Any music provided at your function shall not cause a nuisance to nearby residents. **No music or amplified sound should be audible by local residents after 11 pm.**
- c) An adult must be present throughout the function, if that function is for minors.
- d) The village hall can only be hired by an adult person.
- e) To comply with the Public Entertainment Licence the following restrictions are placed on the number of people allowed in the hall at any one time:
 - a. Close seated – 80 maximum
 - b. for the purpose of dancing – 80 maximum
 - c. for the purpose of dining & dancing – 70 maximum
 - d. Hirers should include within these numbers any entertainers, caterers etc.
- f) Hirers are expected to make themselves familiar with, and comply with, the requirements of the law governing both the sale and consumption of alcoholic liquor.
- g) When alcohol is to be sold at a function **the hirer** is responsible for ensuring that the appropriate licence has been obtained from the local licensing authority. A copy of the licence should be given to the booking secretary prior to the period of hire for which it has been obtained.
- h) In accordance with national legislation regarding public buildings **NO SMOKING** is allowed within the village hall or the grassed area outside the front of the building.
- i) To comply with Fire Regulations the '**EXIT**' signs must remain illuminated throughout any function.
- j) To comply with the Public Entertainment Licence the **external doors and windows to the hall must be kept closed** except in cases of emergency.
- k) All lights must be turned off after hire and keys returned to the key holder.
- l) Hirers may have access to the hall up to 30 minutes before and 30 minutes after the period of hire to arrange and clear the hall.
- m) Please do not attach decorations to the walls using Sellotape, Blu-tac or similar as it will damage the paintwork.
- n) There are some items of cutlery/crockery/glasses. You will need to bring your own tea towels, dish washing equipment (detergent, cloths, tea towels), oven gloves and sharp implements (knives scissors). Please feel free to ask to see the equipment available if this would be useful.
- o) Step ladders, electrical cleaning and mowing equipment are provided for use by the village hall committee or their authorised representatives only – please do not move or attempt to use these.



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Hirers name and date of booking:	
Time of Booking:	
Deposit required:	
Hire Fee:	

Dear ,

Please find attached a copy of the village hall hire agreement for your booking on the above date.

I would be grateful if you would

- 1) check the booking details above
- 2) print the attachment, sign and return the "Village Hall Copy" to me as soon as possible at the above address together with the deposit amount required (outlined above). Please make cheques payable to 'Everton Village Hall'.

Please note that your booking will not be confirmed until your deposit is received.

As stated in the agreement **full payment** for your booking (Hire fee outlined above) must be made at the time you collect the keys. Please ensure you contact me to arrange a suitable time to do this. Your deposit will be returned to you by post following the caretaker's inspection of the hall after your function.

Please return your booking fee and hire agreement to me at the address at the top of this letter. Should you need any assistance between now and the time of your booking please feel free to contact Christine on 01767 680663, Nigel on 01767 682251 or Michael on 07802 844960.

Thanks and regards

Booking secretary



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I agree to the conditions of hire given above

Name _____ (hirer) Signed _____ (hirer)

on behalf of _____ (organisation name if applicable)

Address _____

Booking Details –



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Everton Village Hall – Fire Safety

Everton Village Hall has a duty of care to ensure that all persons hiring the hall are aware of their responsibilities in the event of the fire. We would appreciate you taking a few moments of your time to read through the following prior to the start of your event:

FIRE

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.

- In the event of a fire, raise the alarm – shout “Fire, Fire”.
- Evacuate the hall. Leave by the nearest fire exit but ensure that all ancillary areas such as the kitchen, storage room and toilets are also evacuated.
- Call 999 from a mobile telephone. The hall is located at:
Church Road, Everton, Bedfordshire SG19 2JY
- **The assembly point is the corner of the Church Road diagonally opposite from the hall.** At the assembly point, the Responsible Person should check to see who’s at the assembly point to identify any person that may be missing.
- The Responsible Person should ensure that once evacuation has taken place, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- If you have a mobile phone and after you have carried out all of the above and circumstances allow it, please call Nigel on 01767 682251 or Michael on 07802 844960.
- On the arrival of the Fire Brigade, the Responsible Person should report to the Officer in Charge and advise them of the nature and location of the fire and either that all persons are safe or should inform him/her of anyone who is missing their last known position
- Fire Extinguishers are located in the hall adjacent to the fire exits – this can assist in fighting small fires to aid evacuation (if for instance the fire is blocking the route to safe exit) and are provided for hirer’s safety but we would stress that the immediate focus in the event of a fire should be to raise the alarm and begin evacuation of the building.

IF IN DOUBT, GET OUT.....

- To activate a fire extinguisher point the nozzle at the base of the fire and gently squeeze the handles together. Water fire extinguishers are provided and may be used on combustible material such as wood, paper, material etc. – **DO NOT USE ON ELECTRICAL FIRES**