

# VILLAGE HALL BOOKING FORM



## EARLS COLNE PARISH COUNCIL

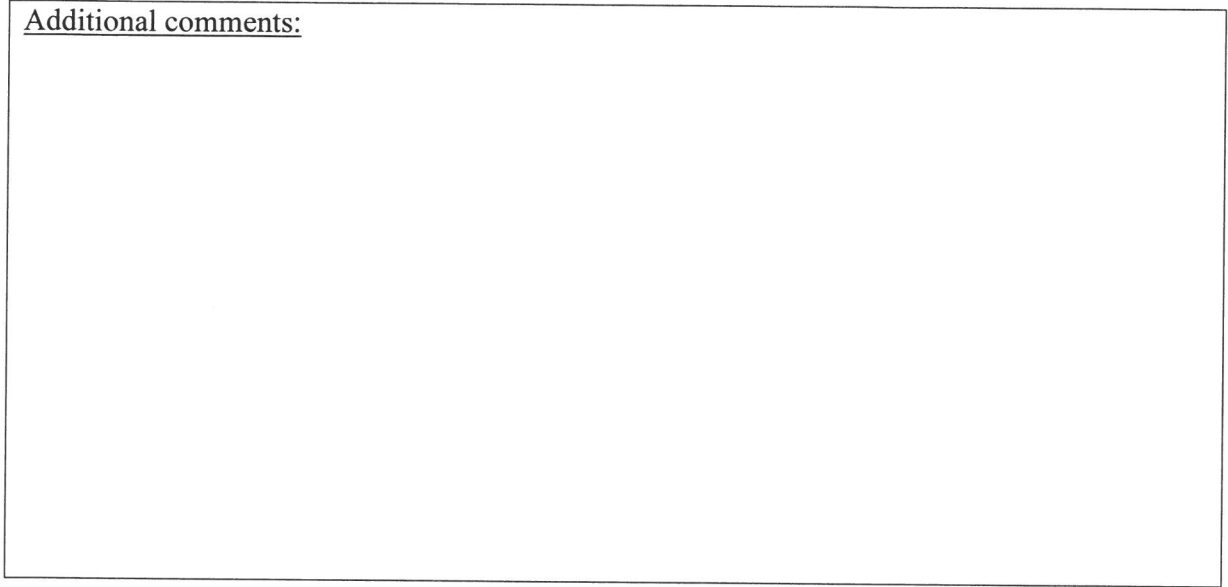
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<b>Name</b>	
<b>Address</b>	
<b>Telephone No</b>	
<b>E-Mail Address</b>	
<b>Type of Function</b>	
<b>Date Required</b>	
<b>Hall Required</b>	
<b>Hire Start Time</b>	
<b>Hire Finish Time</b>	
<b>Bar YES/NO</b>	
<b>If YES own bar or hosted **</b>	
<b>Signature</b>	
<b>Date</b>	

Additional comments:

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## EARLS COLNE VILLAGE HALL RATES

HIRER TYPE	HOURS	DEPOSIT	ALL HALLS	MAIN HALL	SMALL HALL
<b>Regular Hirers and Local Organisations</b>	All	£100	£27.00 p.h.	£20.00 p.h.	£14.00 p.h.
<b>Fundraising Events for Village Based Organisations</b>	Saturday am only (4 hrs)	£100	n/a	£65.00	£22.00
<b>Private Parties / Weddings</b>	All	£100 + damage deposit	£35.00 p.h.	£28.00 p.h.	£21.00 p.h.
<b>Commercial Hirers</b>	All	£100 + damage deposit	£50.00 p.h.	£37.00 p.h.	£27.00 p.h.



## EARLS COLNE VILLAGE HALL – CONDITIONS OF HIRE

1. The Parish Council reserves the right, without prejudice, to refuse acceptance of any booking.
2. Hirers who cancel a booking and give less than six weeks` notice will be liable for 50% of the hire charge unless the Hall is rebooked.
3. The Parish Council reserve unto themselves and their duly authorised officials the right to enter the premises at all times.
4. Access to the premises will only be permitted within the times booked. Hirers wishing to have equipment or supplies delivered must instruct delivery to be within hire times.
5. The hirer shall indemnify the Parish Council for the cost of repair of any damage done to any part of the property including the curtilage thereof, or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring, and will report any damage to fixtures, decoration etc. to the caretaker immediately at the end of the function.
6. The hirer will, during the period of the hiring, be responsible for supervision of the premises and car park, the fabric and the contents, their care, safety from spillage and damage, however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of the car parking arrangements so as to avoid obstruction of the highway or hazard to pedestrians.
7. The hirer shall ensure that no fire exits are blocked and that no fire door shall be propped open. Any issues must be reported to the clerk.
8. The hirer will only use the hall equipment if they confirm their competency, absolving the ECPC of liability.
9. 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 any insurance policies in respect thereof.
10. The use of inflatables is not permitted.
11. Any electrical equipment to be used in conjunction with an event must be certified as fit for use, either by PAT testing or an equivalent test/inspection.
12. The hirer shall not allow any drunkenness or other disorderly or antisocial behaviour within the premises or its curtilage.
13. The hirer shall comply will all conditions/regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
14. At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Tables, chairs and any other contents temporarily removed from their usual positions should be safely replaced (if necessary, using trolleys provided), otherwise the Parish Council shall be at liberty to make an additional charge or withhold the deposit.



## EMERGENCY PLAN FOR TEMPORARY RESPONSIBLE PERSON

- As the responsible person for the event/function you have legal duties with regards to the safety of those persons assisting or attending your event, function or class in the Hall. Please ensure that you have had full guidance from ECPC representative. It is the Parish Council's expectation that groups will follow good practice procedures in relation to Child and Vulnerable Adult Safeguarding.

### **Before the event or function, you should be aware of:**

- the fire protection systems in place: smoke detectors and fire alarm system
- how a fire will be detected: smoke detectors
- how people will be warned if there is a fire: the alarm will sound
- what you should do if you discover a fire: evacuate the building and call the fire and rescue service on 999. Exiting by nearest exit/safe route.
- how the evacuation of the premises should be carried out: everyone should leave by the nearest available exit
- the assembly point where people should meet after they have left the premises and procedures for checking whether the premises have been evacuated: assemble at assembly point in the car park and check that all those attending the function are present
- limitation on numbers of people: 250 people in the large hall. 125 people in the small hall. (subject to localised plans for hire)
- the need to keep all escape routes clear of obstructions and combustibles
- the arrangements for fighting fire: fire extinguishers and fire blankets are located in all areas
- the arrangements for means of escape for disabled people or other people especially at risk such as children (may be necessary to have suitably trained assistants): all exits at the ground floor are level and wide.

### **At the start of the event or function you MUST notify all those present about:**

- the no-smoking policy
- the emergency warning signal
- location of exits and escape routes
- when evacuating the premises to take only valuables immediately to hand but not to go to collect other belongings
- the location of the Assembly point