

BLACKAWTON VILLAGE HALL

Registered charity no: 281999

Village Hall Management Committee Chair: Mr. Martin Joyce Tel: 01803 712159 e-mail: bvhtreasurer@gmail.com

BOOKING FORM & HIRE CONDITIONS

Thank you for your booking/enquiry for Blackawton Village Hall. Every effort is made to ensure all users are provided with a clean and safe hall. If a bar is required for your booking please fill out the form on page 3. There will be a charge of £10 per license.

The Village Hall has a Premises License. The following activities will be possible as long as strict attention is paid to these conditions:

- Retail Sale of Alcohol from 11am - 11.30pm
- Plays, Films and Sporting Events from 9am - 11pm
- Live Music, Recorded Music, Performance of Dance, Making of Music and Dancing from 9am - 11.45pm (except Sunday).

The following conditions of hire, as agreed with the Licensing Authority (SHDC), must be adhered to by those booking the hall and by the Village Hall Committee otherwise our License may be withdrawn, so YOUR careful attention would be appreciated.

CAPACITY:

1. The maximum number of people in the hall (i.e. Includes all organizers, helpers etc in every part of the hall) is 200 with no more than 150 seated.
2. The organiser(s) of the above events must take any steps, deemed necessary by the committee, to ensure that once the maximum occupancy is reached, no further persons are admitted.
3. Any event will be liable to checks by a member of the Village Hall Committee.

FACILITIES:

Kitchen: Cupboard with crockery & cutlery will be open. Please bring your own tea towels and tablecloths.

Hot water: The urn / water heater needs to be switched on before it is required.

Appliances: There is a fridge, a range cooker with 5 gas rings and an electric fan oven, electric food warmer and dishwasher available for use. Dishwasher instructions are sited to the right of the machine. The machine needs to be switched on at least 5 minutes before needed. The pump and filters must be checked and emptied both **before** and **after** use.
There are 150 chairs, some trestle tables and small tables.

STAGE:

If the stage is required please discuss arrangements with the Booking Secretary. The stage may only be used by performers. Please ensure children are supervised as they are not allowed on the stage without an adult.

CLEANING:

Tables must be washed down after use and any spilt alcohol must be cleaned up immediately. Clear arrangements must be made for cleaning the hall before 11.00 a.m. the following day unless agreed otherwise by the Booking Secretary. Rubbish must be removed and damages/breakages reported. In the interest of other users it would be appreciated if you could leave the hall as you found it. THANK YOU.

DECORATING:

If you are hanging items please use "BLU TAC" - never nails, drawing pins or adhesive tape.

FLOOR CARE:

In order that the floor will not suffer irreparable damage we ask hirers to note the following points.

- NO HEAVY WORK BOOTS should be allowed on the floor.
- Water should not be used on the floor, if there is a spillage of alcohol please wipe up with a damp cloth immediately.
- NO RIDE ON toys or BICYCLES are allowed in the hall
- Please make sure no sharp objects are placed on the floor.

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PUBLIC SAFETY:

Fire Regulations: NO SMOKING in ANY part of the hall

All fire exits, passageways and gangways must be kept clear and visible at all times. The person hiring the hall should familiarize themselves with the fire exits and the location of the fire extinguishers. For your convenience a map of the hall is available on the notice board in the lobby. When a closely seated audience is present (100 -150), a minimum of 2 attendants are required. They must be easily identifiable and have no duties that will distract them from attention to the needs and safety of the audience. When disabled people are present, adequate arrangements must exist for their safe evacuation in the event of an emergency.

First Aid: First aid equipment is available in the kitchen and any incidents requiring first aid must be entered into the accident book, which is kept in the first aid box.

PUBLIC ENTERTAINMENT LICENSE:

Hours of Entertainment License - Music and Dancing must stop at or before the following times:

Monday - Friday	9am -12pm
Saturday	9am -11.45pm
Sunday	9am -10.30pm

In view of the village hall's license agreement, ALL hall hirers must guarantee that their events will finish at or earlier than the above times.

THE PREVENTION OF PUBLIC NUISANCE:

Activity in the hall should not cause persons in the neighborhood to be unreasonably disturbed. Patrons will be asked to leave the vicinity quickly and quietly. Please do not recycle bottles after 10.00 p.m.

THE PREVENTION OF CRIME AND DISORDER AND PROTECTION OF CHILDREN:

The numbers allowed on the premises are strictly adhered to. Only events where all those attending have a pre-purchased ticket, or private parties, will be permitted to have a bar. Last entry to any function will be 10.00 pm. No person under the age of 18 will be admitted without a responsible adult. Proof of age will be required. When a hirer has permission to hold a licensed bar a separate serving place must be provided for the sale of non alcoholic drinks to those under 18.

HIRE CHARGES:

£10 per hour Adult Party £80 Children's Party £20 Wedding £200 Bingo / Jumble Sale £45

At the time of booking a **50% non refundable deposit** of the hire fee is required plus an **additional refundable deposit** to cover any additional cleaning / clearing up / rubbish removal that may be necessary. **[This deposit is £35.00 for a child's party and £50.00 for an adult's party]**. An additional **£10 fee is payable for a Bar**, to contribute to the premises license [N.B. it is your responsibility to provide both bar staff and bar stock]. The Village Hall Management Committee cannot be held responsible for any loss or damage to any person or personal belongings.

PAYMENT:

Cheques should be made payable to **BLACKAWTON VILLAGE HALL**.

Hiring charges commence from the time the hall is used to the time people leave the hall (setting up and clearing time must be taken into consideration). The named hirer must take responsibility to ensure that the hire conditions are observed.

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Village Hall Management Committee Chair: Mrs Ruth Coe Tel: 01803 712131 e-mail: ruth@blackawton.eclipse.co.uk

HALL BOOKING FORM AND BAR PERMISSION FORM

1. HALL BOOKING FORM

Name of Hirer:

Date of Hire:

Address:

Start time: End time:

.....

Telephone numbers:

Email Address:

What is the nature of the event you intend to hold?

Access code will be supplied closer to the event date. Contact Treasurer on 01803 712 159 if this doesn't happen

2. BAR BOOKING FORM

Who will be responsible for running the bar? (Please provide, name, address and phone number)

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Do not sell, supply or allow the sale, or supply of alcohol to persons under the age of 18. (Maximum fine currently £5000)

Do not allow the consumption of alcohol on the premises by a person who is under 18 of age. (Maximum fine currently £5000)

Do not allow disorderly behaviour on the premises. (Maximum fine currently £1000)

Do not allow the sale of alcohol to a person who is drunk. (Maximum fine currently £1000)

Do not obtain alcohol for a person who is drunk. (Maximum fine currently £1000)

Do not knowingly allow a person aged under 18 to sell or supply alcohol. (Maximum fine currently £200)

NOTE: No alcohol can be left in the hall overnight except beer kegs.

A £10.00 fee is payable if a bar is used, this is a contribution to the Premises Licence and is payable whether or not the hirer holds a Personal Licence

As hirer, please sign to confirm that you agree to these terms and conditions and that you will take responsibility for the above events.

Signed:

Date:

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EQUIPMENT REQUEST

The Village Hall is able to provide the following equipment. Please tick which items you wish to use:

Widescreen HD projector	<input type="checkbox"/>	2.5m drop down screen	<input type="checkbox"/>	CD / DVD player	<input type="checkbox"/>
Microphone	<input type="checkbox"/>	Audio system	<input type="checkbox"/>		

Do you need assistance with setting up any of the above pieces of equipment: Yes / No

Do you need instruction in using the equipment: Yes / No

A £10.00 fee is payable if any or all of the equipment above is used.

Thank you for your booking:

Please return pages 3 and 4 of this booking form, **together with your cheque** made payable to **Blackawton Village Hall**

To Adrian Kyte, Heyes, Main Street, Blackawton, TQ9 7BG 01803 712159

You should retain pages 1 & 2 for reference.

N.B. It is a condition of hire that the hall is left clean and tidy and that **ALL** rubbish is removed from the hall and car park after your event. If you use caterers please make sure that they know this. Failure to observe these conditions will cause your £35.00 or £50.00 cleaning deposit to be forfeited.