CURRIE MEMORIAL HALL, LILLIESLEAF

Booking Form

Name of Group: ..........................................................
Contact Name: ..........................................................
Address: ................................................................
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............................................................................
Phone Number: ..........................................................
Email Address: ..........................................................
Booking Date(s): ....................................................... 
Start Time: ..............................................................
End Time: ................................................................
Event Type: ............................................................

Booking Requirements (Please Tick)

Main Hall     Small Hall
Kitchen       Bar
Chairs        Tables     Stage
Other: .................................................................

Special Requirements / Comments:
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CURRIE MEMORIAL HALL, LILLIESLEAF

GENERAL NOTES

Please remember that the Hall is a community asset and is run by a group of volunteers drawn from the local community.

The hall does not have a caretaker and is only formally cleaned once a week. It is therefore the responsibility of those that hire the hall to leave all areas in a state as good as, or better, than they encountered on arrival.

Please note the following General Conditions applicable to all Hirers:

• Mop up spills on the floor as soon as possible with the mop provided.
• Do not drag chairs or tables or equipment over the floor. Always lift or use necessary trolleys as applicable.
• Ladders are not provided and work at height is at the Hirers own risk.
• Please read and adhere to the instructions for operating equipment in the hall where provided.
• Report any equipment failure or damage to the Hall Committee as soon as possible.

When you have finished:

• Stack all chairs neatly in the main hall store to allow access for other users. Do not stack more than 10 chairs in one stack.
• Fold up any tables used and stack them in the main hall store to allow access for other users.
• Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the cleaners cupboard in the small hall).
• Ensure that the kitchen work surfaces, cooker and fridges are left clean. DO NOT LEAVE DISHES IN THE SINK OR ON THE DRAINER.

When you are leaving:

• Switch off all lights, and ensure water heater and cooker in the kitchen are turned off.
• Switch off main heating and ensure all radiators are set to 1 in small hall and toilets.
• Ensure all windows are closed and that the fire exit door is securely closed.
• Please lock the main door and place the key back in the Key Safe.

DECLARATION

I have read and agree to abide by the above general conditions and the attached Conditions of Hire.

I am over 21 years old.

Signed: ........................................................................

Date: ........................................................................
Conditions of Booking

These conditions apply to all hiring of the Currie Memorial Hall and Car Park. If the Hirer is in any doubt as to the meaning of the following, the Booking Officer should immediately be consulted.

By going ahead with the hiring of the Hall, the Hirer is agreeing to these Conditions of Hire and complying with the Instructions.

1. Supervision
The Hirer shall, during the period of the hiring, be responsible for: supervision of the Hall, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the Hall whatever their capacity. The Hirer shall make good or pay for all damage (including accidental damage) to the Hall or to the fixtures, fittings or contents and for loss of contents.

2. Car Park
The Hirer is responsible for ensuring that vehicles are parked in an orderly way so as to avoid obstruction of the highway and that restrictions of other private car parks are observed.

3. Use of Village Hall
The Hirer shall not use the Hall for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Hall or allow the Hall to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Hall anything which may endanger the same or render invalid any insurance policies in respect thereof.

4. Licences
The Hirer shall be responsible for obtaining such licences as may be needed, whether for the sale or supply of intoxicating liquor, and for the observance of the same.

5. Public Safety Compliance
The Hirer shall comply with all conditions and regulations made in respect of the Hall 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. The Hirer must ensure that the Hall is not occupied by more than 120 people at any time.

6. 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 in the Hall must be refrigerated and stored in compliance with the Food Temperature Regulations. The Hall currently has limited facilities for food preparation and storage and the hirer must make arrangements for compliance as necessary.

7. Electrical Appliance Safety
The Hirer shall ensure that all electrical equipment belonging to the Hall and any electrical equipment brought in by the Hirer are used safely in accordance with the Instructions.

8. Accidents and Dangerous Occurrences
The Hirer must report all accidents involving injury to the public to a member of the Hall committee as soon as possible and complete any necessary paperwork to record the same. Any damage to Hall property or failure of equipment belonging to the Hall or brought in by the Hirer must be reported to the Hall committee as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall committee will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

9. Drunk and Disorderly Behaviour and Supply of Illegal Drugs
The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either in the Hall or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor sold to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the Hall. No illegal drugs may be brought into the Hall.

10. Animals
The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Hall, other than for a special event agreed to by the Hall. No animals whatsoever are to enter the kitchen at any time.

11. Stored Equipment
The Hall accepts no responsibility for any stored equipment or other property brought on to or left at the Hall, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

The Hall may at its discretion, in respect of any equipment or property brought in to the Hall and not removed by the Hirer within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.
12. No Alterations
No alterations or additions may be made to the Hall nor may any fixtures be installed or placards, decorations or other articles be attached in any way that may cause damage to any part of the Hall.

13. No Rights
The Hiring Agreement constitutes permission only to use the Hall and confers no tenancy or other right of occupation on the Hirer.

14. Hire Period
The hire period shall be between the times specified in the Booking document. The Hirer should include time needed for preparation and clearing up in establishing the total period of hire required. The hirer is responsible for making sure that the Hall is not left unattended and/or unsecured at any time during, or at the end of the hire period. Hirers will not be allowed access to the Hall before the hire start unless with the approval of the Hall Committee. Adequate time should be allowed at the end of events to ensure that the Hall is vacated at or before the end of the hire period, so as not to interfere with the needs of other users and to observe the Public Entertainment Licence Conditions for hours of use. Any additional time outside the specified period required for preparation and/or clearing up shall only be permitted with the confirmation of the Hall Committee.

15. Insurance and Indemnity

(a) The Hirer shall be liable for:

   (i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the Hall including the curtilage thereof or the contents of the Hall.

   (ii) All claims, losses, damages and costs made against or incurred by the Hall committee, their volunteers, agents or invitees in respect of the damage or loss of property or injury to persons arising as a result of the use of the Hall (including the storage of equipment) by the Hirer and

   (iii) All claims, losses, damages and costs made against or incurred by the Hall committee, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the Hall by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Hall committee and the Hall’s volunteers, agents and invitees against such liabilities.

(b) The Hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Hall committee and the Hall’s volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the Hall does not insure the liabilities described in sub-clause (a) (ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Hall Committee. Failure to produce such policy and evidence of cover will render the hiring void.

The Hall is insured against any claims arising out of its own negligence.

16. Cancellation
The Hall Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:

(a) the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

(b) the Hall committee reasonably considering that:

   (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or

   (ii) unlawful or unsuitable activities will take place at the Hall as a result of this hiring

(c) the Hall becoming unfit or unsafe for the use intended by the Hirer

(d) an emergency requiring use of the Hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.