

Pannal Village Hall: Booking Form and Hire Agreement

Name(s) of responsible adult Inc. 2nd contact if possible															
Address(s) Include separate invoice address if needed.															
Contact telephone number(s)															
Use/activity proposed (eg children's party)															
Date of your booking															
Start and finish times of your event (free set up/clean up time by negotiation)															
Room(s) required All Room Hire Rates are available on our website	<table> <tr><td>MAIN HALL</td><td>YES/NO</td></tr> <tr><td>FUNCTION ROOM</td><td>YES/NO</td></tr> <tr><td>ACTIVITY ROOM</td><td>YES/NO</td></tr> <tr><td>STUDIO</td><td>YES/NO</td></tr> <tr><td>COMMITTEE ROOM</td><td>YES/NO</td></tr> <tr><td>KITCHEN</td><td>YES/NO</td></tr> <tr><td>SNOOKER HALL</td><td>YES/NO</td></tr> </table>	MAIN HALL	YES/NO	FUNCTION ROOM	YES/NO	ACTIVITY ROOM	YES/NO	STUDIO	YES/NO	COMMITTEE ROOM	YES/NO	KITCHEN	YES/NO	SNOOKER HALL	YES/NO
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FUNCTION ROOM	YES/NO														
ACTIVITY ROOM	YES/NO														
STUDIO	YES/NO														
COMMITTEE ROOM	YES/NO														
KITCHEN	YES/NO														
SNOOKER HALL	YES/NO														
Do you require a managed bar?	£20 service fee required. YES/NO														
Do you want to run your own bar? NB: from kitchen servery only	£30 corkage fee required. YES/NO														
Will you require use of the Main Hall Mood Lighting, AV equipment, Function Room TV or other TV monitors. NB: If so you MUST be trained (see below)	<table> <tr><td>Mood/Spotlights</td><td>YES/NO</td></tr> <tr><td>Music System(s)</td><td>YES/NO</td></tr> <tr><td>Projector and screen</td><td>YES/NO</td></tr> <tr><td>Any TV monitor</td><td>YES/NO</td></tr> </table>	Mood/Spotlights	YES/NO	Music System(s)	YES/NO	Projector and screen	YES/NO	Any TV monitor	YES/NO						
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Will any of your guests require use of the Step Lift and/or Stair Lift?	YES/NO Key and user instructions needed.														

Please note the following main issues (other terms and conditions are set out overleaf):

- The Fire Alarm is an automated system. If activated you **MUST** locate the fire area and evacuate the building by the nearest Fire Exits and assemble at the designated Assembly Points and dial 999. In the event of accidental activation locate the flashing sensor to confirm the area is safe and reset the system by entering the code 2143 and pressing "silence" then "reset".
- The Main Hall and Committee Room rooflights and blinds can be opened via the wall controllers. Press the UP arrow **ONCE** and **WAIT** for the rooflights to open. **DO NOT** keep pressing the button as the system will fail. They will not open during rainfall and will self close.
- Use the wall fixings provided for decorations. **DO NOT** attach decorations to the wall lights.
- Please leave the building as you found it and **remove all rubbish from site**. Brushes and mops are provided but you will need to bring your own black bags and cleaning products.
- At time of booking you must arrange to be trained upon the use of mood lights and AV equipment as you will be responsible for any damage occurring during your hire.
- You are responsible for the behaviour of anyone attending PVH in connection with your Hire. The facilities are used entirely at your own risk and the Management Committee shall not be liable for any loss, damage, accident, or other mishap arising from your Hire.
- GDPR compliance: Personal details on this form will be destroyed within 6 months of your booking and will not be shared with any other party. If you request that your personal details are added to your booking details on our website calendar you must also request removal.

Declaration/Agreement

YOU are the PERSON RESPONSIBLE and MUST secure doors, switch off lights, check taps and ensure heating is not left on at the end of your hire.

You should return your key to Kay Boothby immediately. YOU WILL BE CHARGED FOR LOST KEYS.

I/We agree to the above and to all terms and conditions of hire including those set out overleaf:

SignedPRINT NAMEDATE

You can confirm your booking now by telephone or text to Kay Boothby 07967 642005 then return the completed Agreement to Kay at: **9 BURN BRIDGE ROAD, HARROGATE, HG3 1NS** or email to **kayandgeoff@ntlworld.com**

DO NOT POST THIS FORM TO THE VILLAGE HALL

Terms and Conditions of Hire

1. Supervision

THE HIRER will, during the period of the hiring, be responsible for the protection of the premises, the fabric and the contents and the health, safety and behaviour of all persons using the premises whatever their capacity.

2. Use of Premises

THE HIRER shall not use the premises for any purpose other than that agreed with the Bookings Manager 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 render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

3. Licences

The Hall holds a full premises licence certificate for consumption of alcohol, dancing, plays, films and indoor sports etc. THE HIRER shall be responsible for obtaining any additional licences as may be needed for an activity not covered by a standard Premises Licence.

4. Gaming, Betting and Lotteries

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

5. Public Safety Compliance

THE HIRER shall comply with all conditions and 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.

6. Health and Hygiene

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

7. Electrical Appliance Safety

THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and hold the appropriate Test Certification.

8. Indemnity

THE HIRER shall indemnify the committee 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. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the premises. (The Hall is insured against any claims arising out of its own negligence).

9. Accidents and Dangerous Occurrences

THE HIRER must report and record all accidents involving injury to the public to a member of the Management Committee as soon as possible and make a record of the incident in the Accident Book stored in the Kitchen. Any failure of equipment either that belonging to the hall or brought in by the hirer must be included in the report.

10. Compliance with The Children Act

THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.

11. Sale of Goods, alcohol and refreshments.

No Goods, alcohol or refreshments shall be permitted without the prior permission of the committee. THE HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers Recommended Retail Prices.

12. Cancellation by Hirer

IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, repayment of the fee shall be at the discretion of the Committee.

13. Cancellation/refusal by Committee

THE COMMITTEE reserves the right to cancel or refuse a booking in the event of the hall being required for use as a Polling Station or should the proposed use fall outside of agreed activities, in which case the Hirer shall be entitled to a refund of any deposit already paid but will not be entitled to any consequential losses.

14. Noise

THE HIRER shall ensure that the minimum of noise is made on arrival and departure.

15 Fire Alarm:

The Fire Alarm can be activated via the break glass points and **automatically by the smoke detectors**. In the event of activation the building must be evacuated immediately and IN CASE OF FIRE DIAL 999. All incidents must be recorded in the Accident Book.

In cases of accidental activation by a smoke detector the system can be disarmed at the control panel by entering the code 2143 and pressing "silence" then "reset".

16 Heating:

The Main Hall heating is thermostatically controlled and is set at 21 degrees. **Do not** tamper with any settings as this may upset the current programme. In the event of breakdown or emergency problems telephone 07938 515142.

Other rooms are controlled via the wall stats. Users MUST turn off the heating on departure. Failure to do so may result in additional charges.

17 Circuit breakers

In the event that power or lighting fails this is usually due to a fused light bulb which trips the circuit breaker. All that is needed is to flip the switch up on the appropriate fuse box. There are two boxes, one in the Snooker Room cupboard and the other at high level in the kitchen over the bar entrance doorway. When on all switches should be pointing upwards. Please seek help and do not attempt to deal with this if you are unfamiliar with trip switches.

18 Mood Lighting

You will need to advise us in advance if you wish to use the lights in order that we can show you how to use of them.

19 Tables and Chairs

Tables and chairs for meetings etc. are available for use from the store rooms by arrangement with the Bookings Manager. The card tables are privately owned and are not available for general use.

20 Cleaning up after your event:

You are required to leave the premises as you find them and will be charged by our contract cleaner if you fail to do this. Brushes and dust pans are kept in the cleaner's cupboard in the Snooker Hall but you are advised to provide your own cleaning materials suitable for your event. You are also required to remove any refuse from the premises or you may be charged for trade refuse collection.

21 Security

The premises must be left locked and secure and your key must be returned to the Bookings Manager. Main Entrance keys are registered and expensive to copy. Lost keys will be charged at £50.