



## Bishop Monkton Village Hall & Playing Fields Hiring Form for Occasional Users

<b>DETAILS OF HIRER:-</b>	Name:- <span style="float: right;">Organisation:-</span>	
	Address:-	
	Post Code:-	
	Tel No:-	e-mail:-

Date(s) of Event(s):-		Times of Hiring:- including setting out and clearing up time	
		From	To
Quoted cost to Hirer:-		This is a <i>public/private</i> event (delete appropriately)	
Please tick as required:-			
Hall (Max 140 people in rows, 100 seated at tables) <input type="checkbox"/>	Lounge (24 people) <input type="checkbox"/>	Committee Room (30 people) <input type="checkbox"/>	
Stage <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Sportsfield <input type="checkbox"/>	
Changing rooms <input type="checkbox"/>	No of Round Tables (Max 8 tables) <input type="text"/>	No of Rectangular Tables (Max 12 tables) <input type="text"/>	
No of Tablecloths <input type="text"/>	Polyester £3.00 per cloth	Linen £4.50 (Weddings only)	

Projector & Screen are a chargeable extra, please arrange with bookings co-ordinator.

Do you intend to serve Food at this event? **Yes/No**

ALCOHOL . Do you intend to sell alcohol at this event (or include in the ticket price)? **Yes/No**

If you answer yes to the above question, you are accepting an obligation to the committee to enforce the relevant conditions of Hire. The Committee reserves the right (at any time and without giving a reason) to require you to obtain a Temporary Events licence to provide alcohol from Harrogate Borough Council.

The Village Hall has a Premises Licence authorising the regulated entertainment and licensable activities at the times indicated in the table overleaf. Please confirm in the last column of that table which licensable activities will take place at your event. There may be none (e.g. a coffee morning) in which case please enter No on all lines.

Continues overleaf

Premises Licence	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	Yes	9.00 – 24.00	
b. The exhibition of films	Yes	9.00 – 24.00	
c. Indoor sporting events	Yes	9.00 – 24.00	
d. Boxing or wrestling entertainment	No		No
e. The performance of live music	Yes	9.00 – 24.00	
f. The playing of recorded music	Yes	9.00 – 24.00	
g. The performance of dance	Yes	9.00 – 24.00	
h. Entertainments similar to those in a – g	Yes	9.00 – 24.00	
i. Making music (e.g recording)	No		No
j. Dancing	Yes	9.00 – 24.00	
k. Entertainment similar to those in i – j	Yes	9.00 – 24.00	
l. The provision of hot food/drink after 11pm	No		No
m. The sale of alcohol	Yes	12.00 – 23.30	

Where a licensable activity will take place, the hirer agrees to operate under the conditions of the Premises Licence which is posted in the Entrance Hall and agrees to comply with all obligations therein.

**Booking Confirmation:-**

Please return the completed form **AND a £25 per day deposit (non returnable)** ASAP to confirm the booking to:-

The Bookings Co-ordinator, Lesley Shervington, Little Garth, St John's Road, Bishop Monkton, Harrogate, HG3 3QU. Telephone 01765 677564 e-mail: [bmvhbookings@hotmail.co.uk](mailto:bmvhbookings@hotmail.co.uk)  
Cheques should be made payable to Bishop Monkton Village Hall and Playing Fields.

**ALL accounts to be settled in full one month prior to the event**

**Signed on behalf of the Bishop Monkton  
Village Hall & Playing Fields Management Committee**

**Date:** .....

Lesley Shervington - Bookings Co-ordinator.

**I have read and agree to the conditions of hire which form a part of this agreement, the fire instructions and end of session check list, as detailed on separate sheets.**

**I agree to be present during the Hiring and to comply fully with this agreement (or inform the Bookings Coordinator in writing before the event of an authorised representative).**

**I acknowledge the Committee's right to visit the Hall during the event should they see fit.**

**Signed as Hirer:** .....

**on behalf of:** ..... **Date:** .....

**Note: PLEASE READ AND RETAIN CONDITIONS OF HIRE BELOW**



## **Bishop Monkton Village Hall & Playing Fields-Conditions of Hire.**

Please retain this details for your information

**THE AGREEMENT:** The signatory of the Hiring Form (the Hirer) agrees to the Terms and Conditions set out below.

**BOOKING:** The completed Hiring Form (photocopies & emails not acceptable) should be sent with a £25 per day, non-refundable, deposit to:- The Bookings Co-ordinator, Lesley Shervington, Little Garth, St John's Road, Bishop Monkton, Harrogate, HG3 3QU. **PAYMENT AND KEYS: ALL accounts to be settled in full one month prior to the event.** Please make cheques payable to: Bishop Monkton Village Hall & Playing Fields. Please telephone the Bookings Co-ordinator- 01765 677564 -a week prior to the event to arrange collection and return of keys. **N.B. £100 cash bond (not cheque) is payable upon collection of keys and will be returned within 2 weeks after the hall and contents have been checked.**

**Please note:** There is neither landline at the Hall nor any telephone box in the immediate vicinity. Therefore the hirer must ensure that they have access to a working mobile phone, as per fire instructions attached.

**EXCLUSIONS:** Bookings are not accepted for unsupervised teenage parties/discos. No animals allowed inside the hall, except guide dogs. No cars/unloading on flags in front of main doors.

### **RESPONSIBILITY OF HIRER:**

- 1) **Supervise the premises and immediate environment**, including the behaviour of all persons using the premises. Behaviour at parties should conform to high standards of decency and not include lewd behaviour. **All** live music to be concluded by midnight.
- 2) **Care for the fabric**, contents and keys of the building.
- 3) **Comply with all fire regulations** as provided with this booking form and set out on noticeboards in the entrance hall. **No** live flames in hall including table candles and tealights.
- 4) Set out **tables and chairs**, and ensure furniture is not dragged across the floor. Please leave furniture as indicated on the notice in the lobby AND LOUNGE (even if it was not so found!!). Chairs should not be stacked more than 4 high. Trolleys are available to assist in moving chairs. Care should be taken when lifting heavy tables and chairs.
- 5) Ensure **items are not fastened to the walls**.
- 6) Ensure visitors use designated parking areas, and do not cause obstruction of access to emergency vehicles or obstruct **Fire Exits**. Leave emergency exits clear inside and out, as set out in the fire instructions.
- 7) **Crockery and cutlery in kitchen** may be used from cupboards marked "village" and not from cupboards of individual organisations, please return in cupboard you found them in. **Breakages** should be reported to the Bookings Co-ordinator and will be charged accordingly.
- 8) **Tablecloths (polyester)** may be hired. Please leave used clothes in kitchen.
- 9) Leave the premises and surrounds in a **CLEAN AND TIDY CONDITION**. Remove **ALL RUBBISH** from the site (a daily charge of £4.50 will be made until clearance of rubbish). **THE CLEANING ROOM IS ON THE RIGHT JUST PAST THE LADIES TOILETS, CONTAINING MOPS, HOOVERS ETC.**
- 10) **Please note this is a NO SMOKING BUILDING throughout.**  
No Gaming, Betting or Lotteries may be organised which contravene the relevant law.  
Explosives and flammable substances may not be brought onto the premises.

- 11) The Hirer shall carry out their own Risk Assessment** for their use of the premises. The Committee's own Health & Safety Policy and Risks Assessments for the premises are in the Lobby.  
If preparing or serving food, observe all relevant food health & hygiene regulations.  
**In the Kitchen** beware of slippery floors, and take care when moving hot items.  
If **working at heights** follow the guidelines set out in the red Health & Safety Folder in the lobby.
- 12) 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 premises including the curtilage thereof or the contents of the premises  
(ii) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and  
(iii) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Village Hall Management Committee and the village hall's employees, volunteers, agents and invitees against such liabilities.
- 13) Children and Vulnerable Adults**  
The Hirer shall ensure that any activities for children or vulnerable adults comply with the relevant regulations and that only fit and proper persons who have passed the appropriate Disclosure & Barring Service (DBS) checks have access to children. The Hirer shall provide the Village Hall Management Committee with a copy of individual DBS certificates and Child Protection Policy on request.
- 14) Accidents and dangerous occurrences**  
The Hirer must report all accidents involving injury to the public to a member of the Village Hall Management Committee **as soon as possible** and complete the village hall's accident book (in the Kitchen with the First Aid kit). Any failure of equipment belonging to the village hall or brought in by the Hirer must also be reported **as soon as possible**.
- 15) Electrical appliance safety.**  
If the Hirer supplies their own electrical equipment, it must have been checked and marked as such by an approved PAT tester. All equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- 16) 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 on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor 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 premises. No illegal drugs may be brought onto the premises. Alcohol may not be stored on the premises.
- 17) CANCELLATION:** In the event of the hirer wishing to cancel the event, any deposit will be forfeited, and 50% of the balance will be payable if the cancellation is more than 2 weeks before the event. If the cancellation is less than 2 weeks before the event the full balance will be payable. BMVH&PF Committee reserve the right, in the event of very severe weather, power cuts or other unforeseen eventualities which would not allow the event to proceed, to cancel an event and in these circumstances will advise the hirer immediately the problem is apparent. A full refund will be made.
- 18) Address: Bishop Monkton Village Hall, Knaresborough Rd, Bishop Monkton, HG3 3QG**