|  |  |
| --- | --- |
| **APPLICANT DETAILS** | |
| **Name of individual/organisation** | |
| **Contact name** | |
| **Contact address** | |
| **Contact telephone number** | **Contact e-mail** |
| **Date/s required** | |
| **Times or session required** | **Estimated number of people attending** |
| **I do / do not wish to apply for a Temporary Event Notice for the sale of alcohol** *(delete as applicable)* | **Purpose of booking** |
| **Additional crockery etc YES/ NO**  **(**£10.00 charge) | **Heating required YES/NO** |
| **I confirm that I have read and understood the Terms and Conditions**  **Signed:** | |
| **Date** | |

|  |  |
| --- | --- |
| ***For administrative use only*** | |
| **Hire fee** *showing any discount applicable*  + additional crockery |  |
| **Deposit** where applicable |  |
| **Date payment received** |  |
| **Signed on behalf of Rudford and Highleadon Village Hall** |  |
| **Date** |  |

Please return to: Penny Wolfson, Pound House, Church Lane, Rudford, Gloucester GL2 8DT

Telephone: 01452 790831 Email: [penny.wolfson@gmail.com](mailto:penny.wolfson@gmail.com)

**Cheques** should be made payable to ‘Rudford and Highleadon Village Hall’

**For BACS payments** please use the following details:

Account name: RUDFORD & HIGHLEADON VILLAGE HALL

Sort Code: 20 – 33 – 83

Account Number: 10797618

***This form will be retained as part of our financial records. Your data is safe with us. We will never sell or swap your details with other organisations and you can change your mind at any time. To request a copy of our Privacy Policy call us on 01452 790831.***

**Rudford and Highleadon Village Hall** is registered with the Charity Commission: Registration Number 301607.

The hall is run by a voluntary committee for the benefit of the community. It is funded by income from lets and local fund raising and we welcome any thoughts you have on how we can improve our service or facilities.

We endeavour to ensure that the hall is clean and safe at all times. Should you not find it in this condition please let us know and we will look into the matter.

**Hire of the Hall is conditional on the Terms and Conditions having been read, accepted and signed and the relevant fee and deposit (where applicable) paid.** Our Terms and Conditions are based on our policies covering the environment, the protection of children and vulnerable adults, health and safety and equal opportunities. If you would like a copy of these, please ask your contact to provide them.

* Bookings cannot be confirmed until payments have been received. Payment should be made as agreed at the time of booking
* 7 days’ notice is required in writing/email for cancellations for any booking. The full charge will apply if 7 days cancellation notice is not received.
* Deposits will be paid into our bank account and will be re-funded not more than 10 working days after the event.
* The hall is a designated Polling Station for local and national elections. In the event of an election being called this will take priority over any other bookings (at present this is usually a Thursday).

**Sale and consumption of alcohol and drugs**

* The Village Hall is not licensed for the sale of alcohol.
* If a hirer wishes to sell alcohol at an event in the Village Hall they must comply with the Licensing Act 2003 which came into force in February 2005 and apply to the Forest of Dean District Council for a Temporary Event Notice (TEN) <http://www.fdean.gov.uk/nqcontent.cfm?a_id=7339&tt=graphic>.
* If alcohol is being sold at an event, irrespective as to whether it is a public or private event, then sale of alcohol by retail is taking place and so needs permission. Examples of a sale of alcohol could be having a pay bar or selling tickets that permit the guest to have a meal with glass of wine included.
* This must be discussed and agreed with the Bookings Secretary at the time of booking as only 12 Temporary Event Notices for the premises are allowed in any one year.
* The hirer shall ensure that nobody attending the event consumes excessive amounts of alcohol and that no illegal drugs are brought onto the premises.

**Parties for young people**

* Bookings will not be accepted from anyone under the age of 18.
* Bookings for events where the majority of those attending will be young people between the ages of 15 and 20 years old will be subject to the following conditions:

1. payment in advance of a £500 bond
2. licensed door supervisors provided by the hirer
3. no alcohol.

**Access to the building**

The committee member dealing with your booking will arrange with you how to collect and return the key which may be via a key safe. The access code must not be disclosed to any third party.

**Care of the Building:**

* Smoking including vaping/ the use of e-cigarettes is not allowed in any part of the building.
* Naked lights including candles are not permitted in any part of the building.
* The toilets are not connected to main drainage. They connect to a biological sewage and wastewater treatment system. **DO NOT PUT ANYTHING OTHER THAN TOILET TISSUE DOWN THE TOILETS**. Please use the disposal bags and bins provided for nappies, sanitary products etc. and ensure that you empty them before you leave.
* Hooks are provided for hanging e.g. balloons and streamers in the Hall. You may stick posters etc on the two pin boards on the end wall. Please do not stick/attach anything such as posters, bunting, balloons etc to the walls as Blu Tack, Sellotape and drawing pins damage the paintwork. A charge will be made for any damage caused in this way.
* If you wish to use a bouncy castle at an event you must discuss this at the time of booking. You are responsible for ensuring that the provider is adequately insured and that there is adult supervision at all times.
* Animals (including birds) except assistance dogs should not be brought into the building except for a special event agreed to by the Village Hall Committee. Animals should not be allowed in the kitchen at any time.
* Confetti or similar should not be used inside the building.
* Smoke machines, of the type used by some discos, and helium balloons if released will set off the smoke alarm system. The hirer may be liable for any additional callout charges incurred.

**Use of the kitchen**

* Children should only be allowed in the kitchen under close supervision.

**On arrival**

* We provide washing up bowl, liquid, sprays etc but you should provide your own cloths and tea towels.
* You will need to switch on any appliances you wish to use (cooker, fridge, chiller, water boiler, microwave and dishwasher). You will also need to turn on the water heater if you need hot water. All switches are marked. Instructions for appliances are in the purple folder under the worktop.
* Food hygiene: please ensure that you use the wash hand basin before handling food, and that you use the correct chopping boards as indicated.
* Full crockery and equipment: if you have booked to use the full set of equipment, you will have a key to access the kitchen store. A small quantity included in your Hall booking charge will be found in the kitchen cupboards.
* **The sink is not connected to main drainage. It leads to a biological sewage and wastewater treatment system. DO NOT put fat, oil, grease or excessive amounts of chemicals down the sink.**

**On leaving the kitchen**

* Please ensure that all the appliances are turned off and that all items used are cleaned, dried and put away where you found them.
* Take all rubbish and recycling away with you.

**Leaving the building**

* Please leave the building at least as clean and tidy as you found it. Colour coded cleaning equipment is provided and is stored in the kitchen (yellow), in the chair store in the main hall (blue) and in the disabled toilet (red).

**If we have to undertake additional cleaning, you will be charged for it from your deposit or you will be billed appropriately. This may include a charge for any losses incurred to the hall e.g. cancellation of other bookings.**

* Rubbish sacks are provided under the kitchen sink and in the bins in the ladies and disabled toilets; please use these and **take them away with you**.
* Ensure that you have turned off all the lights and any other switches you have used.
* Make sure that you and your guests leave the building quietly, showing consideration to our neighbours.

**Insurance and protection of vulnerable people**

* Hirers using the Hall for commercial purposes will be required to provide evidence of their insurance cover.
* Any organization using the Hall with children or with vulnerable adults will need to provide a copy of its policies for protecting them when we accept the booking.
* It is your responsibility to ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries, and that no alcohol is made available to those under 18.

**Fire precautions**

* Fire exits are marked and must be left unlocked and unobstructed when the building is occupied. All fire doors are marked as such and should not be left wedged open.
* If you see a fire, however small, you should immediately activate the fire alarm and evacuate the building. The main emergency exit from the hall should be directly through the door at the rear of the building. Anyone in the entrance area, kitchens or toilets should exit via the front door.
* The kitchen fire shutter is linked to the alarm system and will close automatically if the alarm is activated.
* Provided you are able to do so without endangering yourself you should close the door of the room in which the fire is burning.
* Fire extinguishers are provided at both exits to assist in clearing a path for emergency exit.
* The meeting point is on the access road immediately outside the entrance gate. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire. The Fire Service should then be called on 999 or if using a mobile phone on 112 (this will help the emergency services to locate you).

You are at **RUDFORD AND HIGHLEADON VILLAGE HALL**

**BUTTERMILK LANE**

**RUDFORD**

**GLOUCESTER**

**GL2 8DY**

**Indemnity:**

The Hirer shall be liable for:

* The cost of repair of any damage, including accidental and malicious damage, done to any part of the premises including the site of the building and any equipment. Such costs will be taken from the deposit paid or you will be billed appropriately.
* All claims, losses, damages and costs made against or incurred by the Village Hall Committee in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer or as a result of a nuisance caused to a third party as a result of the use of the Hall by the Hirer.

**THANK YOU FOR SUPPORTING RUDFORD AND HIGHLEADON VILLAGE HALL**