

**CLERK: Miss Amanda Preston, 150 Newbold Road, Newbold,
 Chesterfield S41 7AF Tel: (01246) 554764/
 Mobile: 07887944270**

For office use only
 Form issued 16.05.2016
 Form received/...../.....
 Receipt Nos.&...../.....
 Balance Paid /...../.....

Dear User
 Thank you for your enquiry. I have reserved the village hall for you on: DATE

	from	to	Total hours	Hour	TOTAL
REFUNDABLE DEPOSIT	Please send a separate cheque, this will be cashed and refunded after the event.				£25.00
MAIN HALL	12.00 pm	5.00 p.m.	5 hours	@ £8.50	£42.50
COMMITTEE ROOM				@ £10.00	£00.00
TENS Licence					
<i>THE ABOVE TIMES <u>MUST</u> INCLUDE TIME FOR SETTING UP AND CLEANING UP AFTER YOU</i>					
EVENT (please complete & list the activities/equipment in & out of the hall i.e. bouncing castles)				GRAND TOTAL	£ 067.50

A booking is only confirmed with a deposit of £25.00 (returnable if the village hall is left the way it was found and no problems were brought to the attention of the Parish Council on the day/evening) and 1 copy of this form completed is sent to me at the above address.

The remaining fee must be paid at least one week before the date of the hire. (Cheques must be made payable to **Barlow Parish Council**).

It is your responsibility to obtain the key from the Clerk/Chair in advance, before the event.

Please check the details, sign and return one copy of the agreement to me as soon as possible.

Yours sincerely

Clerk

I have read the conditions attached and accept any responsibility for the hire of the village hall.

Name and address of:

Tel: Signature :

Contact No for Emergencies only during the event: Tel:

CONDITIONS OF HIRE FOR INDOOR AND OUTDOOR ACTIVITIES

1. All conditions attached to the Premises Licence (Licensing Act 2003) for the hall must be observed and adhered to.
2. It is the hirer's responsibility to complete the attached form before the start of the event.
3. It is the hirer's responsibility to carry out noise level checks at the boundary of neighbouring residential premises on at least two occasions during the event involving regulated entertainment. (First one should be within 30 minutes of the start of the event and the second one within the last hour of entertainment). Please complete the attached form. If there is a problem please report this at the bottom of the form.
4. It is the hirer's responsibility to set up, dismantle and store equipment in a safe and proper manner. (As set out in the Health and Safety Policy). Chairs shouldn't be stacked any more than 7 high with both colours not being mixed. I.e. Red ones stacked together and blue ones stacked together.
5. You must be conversant with the conditions of the Parish Council's insurance policies which are applicable to the hirer.
- 6 Insurance Liability regarding equipment stored on the premises and not owned by the Council is the responsibility of the hirer.
- 7 The council will not be responsible for the loss or damage to any goods or articles left in the hall or on the Recreation Ground.
- 8 The hirer must not sub-let any part of the hall and is responsible for any damage to the hall and to any property in the hall, occurring during the period of the letting or while persons are using, entering or leaving the hall pursuant to the hire. The hirer shall notify the clerk of any damage or breakage occurring during the letting. They will then be charged the current cost of replacement.
- 9 The Parish Council reserves the right to cancel any letting should unavoidable circumstances so demand. They also reserve the right to terminate any entertainment or such other function not properly conducted.
10. The hirer shall see that the function stops at or prior to the agreed time.
11. Keep all entrances and exit doors closed at all times other than for access.
12. NO exits must be blocked or obstruction placed in the corridors. The fire appliances must not be removed or interfered with. All Fire Exits must be kept clear and not wedged open.
13. Fire Evacuation – it is your responsibility to ensure, when evacuating the building/recreation ground, everyone is accounted for, especially disabled people.
14. The hirer must see that the facilities, equipment used, hall, kitchen and toilets are left in a clean and tidy condition and that the furniture is clean and returned to their store place. All heating and lighting must be switched off, windows and emergency exit doors closed and outside doors locked. It is the hirer's responsibility to check all areas before leaving the building, including toilets.

15. It is your responsibility to ensure that there is the correct supervision for children under 18 years of age.
16. The parish Council have the right to terminate or refuse any hire. Police may be called at any time during the hire/function.
17. SMOKING is not allowed in the Village Hall or any building on the recreation ground.
18. Sellotape MUST NOT be used in the village hall.
19. All windows to be closed at all times after 8.00 p.m.
20. Where regulated entertainment takes place, all doors to rooms in which the music or speech is taking place shall be kept closed, other than for access and egress.
21. The hirer shall monitor the noise from time to time outside noise sensitive premises during every the event involving amplified music or speech. (If noise levels are excessive, immediate action is required) Please complete the form attached for our records. The log book can be viewed by the RFO/Parish Clerk, Parish Councillors or a representative from the Licensing Authority.
22. NO amplified music or speech shall be relayed via external loudspeakers.
23. All electrical equipment used by users must have been professionally tested.
24. If you have an accident, please enter this in the accident book located on the notice board.
25. If a booking is cancelled within 24 hours then you will be charged for the use of the hall.
26. The hirer shall receive and respond to any complaints throughout the duration of the hire including all noise generating events.
27. Bouncing Castles – if you are having a bouncing castle please ensure the person you hire it off has got there own public liability Insurance and a person from the hirer company MUST remain with the Bouncy Castle at all times.
28. Outside Gazebo – This is not to be used as a Smoking area.
29. Wifi is available at the hall.
30. **The Deposit will only be returned if there have been no complaints and the hall is left in the same state as it was left in.**

If there is an emergency on the night then please contact:

Amanda Preston (Parish Clerk) on 01246 554764/07887944270 (mobile)

THE DEPOSIT WILL ONLY BE RETURNED IF YOU COMPLETE AND RETURN THE NECESSARY FORMS.

MAXIMUM PERMITTED CAPACITY OF THE HALL - 130 Persons

BARLOW PARISH COUNCIL - CONDITIONS OF HIRE

Before you use the Village Hall, please check and complete the form below:

Are all the exits clear? Yes/No (if no please detail below)

.....
.....

What is the condition of:

The hall? Good bad Need improvements

Comments please:
.....

The Toilets? Good bad Need improvements

Comments please:
.....

Committee Room (If applicable)? Good bad Need improvements

Comments please:
.....

Kitchen? Good bad Need improvements

Comments please:
.....

Store Cupboards (If applicable) Good bad Need improvements

Comments please:
.....

Any further comments?

.....
.....
.....

Please return to Amanda Preston, 150 Newbold Road, Newbold, Chesterfield S41 7AF.
(If the form is not returned, your deposit could be cashed)

BARLOW PARISH COUNCIL - CONDITIONS OF HIRE
NOISE LEVELS FOR REGULATED ENTERTAINMENT

Test 1

Name of person undertaking assessment.....

Time of assessment

Where standing for test

How noticeable is the noise:	Can you hear the bass beat?	Yes/No
	Can you hear the word/lyrics?	Yes/No
	Can you hear any accompaniment?	Yes/No

If you can answer yes to any of these questions immediate action will be needed to reduce the volume to a level that results in you being able to answer no to all of these questions.

If action is needed, what action was taken?

.....
.....

Signature

Test 2

Name of person undertaking assessment.....

Time of assessment

Where standing for test – see map attached marked X

How noticeable is the noise:	Can you hear the bass beat?	Yes/No
	Can you hear the word/lyrics?	Yes/No
	Can you hear any accompaniment?	Yes/No

If you can answer yes to any of these questions immediate action will be needed to reduce the volume to a level that results in you being able to answer no to all of these questions.

If action is needed, what action was taken?

.....
.....

Signature

Please return to Parish Clerk, Amanda Preston, 150 Newbold Road, Newbold, Chesterfield S41 7AF.