

Application Form for the Hire of Yelling Village Hall

Please Complete this form and return to Iris Shea, 12 High Street, Yelling, PE19 6SD.

Tel No. 01480 880701 or 07751 343676

Email: yellingvh@gmail.com

Name of hirer			
Address of hirer (include post code)			
Tel. No.		Email address	
Date(s) of hiring		Time and length of hiring	
Purpose of hiring			
Will you be using?	Kitchen	* Yes/No	*Delete as appropriate
	Barbeque	* Yes/No	
Alcohol (See paragraph 19 of Letting Conditions)			
Are you providing alcohol at your event?	* Yes/No	*Delete as appropriate	
Are you wanting to use the bar facilities?	* Yes/No	(A charge may apply)	
Hire Fee (see table for cost)		Number of attendees	
I am hiring Yelling Village Hall on my own behalf/on behalf of an organisation*.			
By signing I agree to be bound by the agreement set out in the Letting Conditions (document YVH011) and Data Protection Policy (YVH017), which I have read and understood			
Signature of hirer			Date
Received and Approved (Booking Clerk)			Date

Please see page 4 for the Fire Safety and Leaving Procedures. Also review the other documents referred to in this document before signing and returning the booking form.

Yelling Village Hall Letting Conditions

1. The named hirer is responsible for all conditions of hire and must not be under 18 years of age.
2. Bookings are provisional until a completed booking form and the required payment have been received. Payments in cash are acceptable on the day of the hire.
3. All users must act with courtesy to the Yelling community and make sure that outside noise is kept to reasonable limits especially after dark.
4. The Hirer must not sub-let the use of the premises during their booking for any purpose.
5. Hirers must comply with any instruction relating to the security, maintenance, good order, non-smoking and Health and Safety throughout the Village Hall and are responsible for the supervision of the premises.
6. The Hirer shall not allow the premises to be used for any unlawful purpose or allow any unlawful or hazardous substance to be brought onto the premises. The use of candles or any form of naked flame is not allowed.
7. In case of accidents in the building the Accident Book, which is located in the kitchen drawer, should be filled in and the Booking Clerk notified. There is a First Aid Kit in the same lower drawer in the kitchen. Equipment which fails or is defective should be reported to the Booking Clerk straightaway.
8. It is the Hirer's responsibility to ensure that all equipment brought into the premises meets current safety regulations. The Village Hall Committee cannot be held responsible for any accident that involves any equipment the Hirer has brought onto the premises. The Hirer must advise the Booking Clerk at the time of booking of any electrical equipment which will be brought onto the premises.
9. The Village Hall Committee reserves the right to refuse to hire, or may cancel with or without notice any agreed hire if, in their opinion, such use could be detrimental to the fabric of the building or be contrary to the principles of use for which the premises is intended.
10. At the end of the booking, it is the responsibility of the Hirer to ensure that all lights and electrical appliances are switched off and all equipment and furniture are returned to their original place. The premises should be left in a tidy condition, with floors swept and kitchen surfaces wiped down. The Hirer will be held liable for any damage to buildings, furniture and property that occurs during this hiring and a claim for repair or replacement could be made. Please report all damage to the Booking Clerk.
11. The Hirer must ensure that the heating thermostat is turned down to the requested level and external doors are locked at the end the hire.
12. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Dairy products and meats which are brought onto the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.
13. The Hirer must be familiar with the Fire Proceedings and in case of fire all persons should leave the Village Hall and assemble in the churchyard opposite. The Fire Brigade must be called immediately. The details must be reported as soon as possible to the Booking Clerk.
14. The Village Hall Committee do not accept any responsibility for loss of any personal belongings. Cars and their contents are left at the owner's risk in the parking areas.
15. The leader of groups of children or young people who hire the Village Hall must submit their Child Protection Policy to the Booking Clerk at the time of booking. Sufficient adults must be DBS

checked. Parents and carers are responsible for the supervision of children at private parties and carrying out appropriate safety checks.

16. The Booking Clerk must be informed, prior to booking, if amplified music which has to use the main hall power is taking place.
17. No group should exceed the numbers as prescribed by the Fire Regulations. These are currently 80 persons standing in the main hall for informal gatherings, but 50 persons if seated. These numbers cannot be exceeded.
18. For popular events, such as discos and live music, where there is the anticipation that the Village Hall would be close to, or reach capacity, then tickets must be issued. A risk assessment for any such event should be sent to the Booking Clerk, at least a week before, detailing the level of stewarding and how the safety and wellbeing of users is to be achieved.
19. Any booking where the provision of alcoholic drinks is requested, needs to be approved by the Booking Clerk. Hirers are encouraged to use the Social Club Bar for which advance notice for the bar manager will be required, and there may be an additional charge. No alcoholic drinks can be sold on the premises other than at the Bar.
20. The Village Hall must be vacated by midnight, unless an extension has been agreed with the Booking Clerk.
21. Our Data Protection Policy (YVH017) details the information that is held, it includes: your name, address, telephone number and email address. This information is paper based and stored securely at the property of the Booking Clerk who is the only person who has access to these details. This information is treated as confidential and is only shared with another Trustee as necessary and will be retained for 24 months from the actual date of hiring.
22. Charging of electric vehicles is NOT permitted.

FIRE SAFETY PROCEDURE

At the start of an event the Hirer must inform those present of the position of the Fire Exits and the Assembly Point.

Please remember the following:

- All exits must be kept free of obstructions at all times.
- Ensure all internal doors are closed.
- See notice boards for positions of fire extinguishers.

In the event of a fire:

- **Evacuate the Village Hall and go to the Assembly Point in the Church Yard opposite.**
- **Call the Fire Brigade.**
- **Call the Booking Clerk (01480 880701)**
- **Do not re-enter the building until it is declared safe.**

Iris Shea, Booking Clerk

LEAVING PROCEDURE

NOTICE TO HIRERS OF YELLING VILLAGE HALL

At the end of the hiring session please follow the check list:

1. All tables should be wiped clean.
2. All tables and chairs should be put away in the correct way.
3. Floors must be swept and any spillages mopped.
4. All kitchen surfaces must be wiped clean.
5. All used crockery and cutlery must be cleaned and put away.
6. Please check the toilets are left in a clean state.
7. Please check all Fire Doors and windows are closed.
8. Please remove all decorations and blue tack.
9. Please check the outside area for cans and bottles
10. All rubbish must be collected and put in the appropriate bins, or taken away.
11. Leave heating setting at the required lower temperature.
12. Check no one is left in the building.
13. Turn off all the lights, note that the corridor and landing lights are motion sensitive and will turn off automatically.
14. Secure and lock all outside doors.

Many thanks
Iris Shea, Booking Clerk
01480 880701