

**Mar2013**

**COSTOCK VILLAGE HALL**  
**CONDITIONS OF HIRE**

- 1 The person ( the Hirer) who signs the booking form is responsible for ensuring that the Conditions of Hire are complied with and must be present throughout the function booked. No booking will be accepted from anyone under 25.
- 2 Under current legislation the Hirer is responsible for the safety of any person using the hall during the hire period and therefore should make a General Risk assessment and Fire Risk assessment suitable to activity to be carried out.

**This requirement applies to any premises being hired.**

(Attached is a list of the items that the Hirer may consider when completing a fire risk assessment.)

- 3 The Hirer is responsible for any damage incurred and must notify the booking secretary immediately.
- 4 All rooms that have been hired must be cleaned and swept after use. Chairs and tables must be returned to the store room. Failure to leave the rooms in a clean and tidy condition may incur an additional charge for care-taking as assessed by the Management Committee. Hirers are requested to remove all rubbish from site at the end of their function.  
The Council waste bins are not to be used for rubbish from functions.
- 5 Heating, when necessary, is included in the hire charge. At the end of the function the control should be turned to automatic or off.
- 6 Limited car parking is available in front of the hall. Cars must be parked on the same side of the Main Street as the hall. Users should avoid blocking the drives of local residents.
- 7 Bookings should be made at least two weeks in advance. It is advisable to make a provisional booking by phone.
- 8 Payment of hire charge should be made in full at least two weeks prior to the date of the function.
- 9 Stainless steel cutlery is included in the hire charge for the kitchen. It should be ordered, collected and signed for from the booking secretary. A charge of 50p will be made for each item not returned.
- 10 The Management Committee reserve the right to refuse a booking without giving a reason and/or to impose additional conditions at their discretion.

- 11 Village organisations may, with the permission of the Management Committee, borrow furniture, crockery and cutlery for use outside the hall. A signature for items borrowed will be required in the book held by the booking secretary. Any damage or loss must be made good upon return.
- 12 Any function selling alcohol must obtain a license to do so. The licence is called a TENS (temporary events notice) and the form for this can be downloaded from the Rushcliffe Borough Council web site. The Rushcliffe B.C. will require 14 days notice of the event. A copy of the licence must be provided before the keys to the hall are handed over.
- 13 All functions must finish at MIDNIGHT. All entertainment must comply with the Halls Entertainments Licence, in particular no music after 11:30pm.

Please request your guests to leave the premises quietly and respect our neighbours privacy.

- 14 FIRE EQUIPMENT AND EXITS MUST BE KEPT CLEAR AT ALL TIMES.
- 15 We now have disabled access and facilities.
- 16 The hall is fitted with a loop for the hard of hearing, which is available on request.
- 17 All electrical equipment to be used in the hall should be in good condition and have a current test certificate (PAT tested). Under certain circumstances **and by agreement**, equipment that is not PAT tested may be used provided it is fitted with an individual RCD device (earth leakage trip), a visual inspection of the equipment for condition is made and that it is fitted with a correctly rated fuse.

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*Note regular users e.g Keep Fit Classes etc*

*There may be occasions when village events may coincide with your dates.*

*We shall endeavour to give you adequate notice of these*

*A booking form must be completed for each type of function, ie regular users will require to complete a separate form for an evening function as a different risk assessment may be required.*

19. The hirer is advised that the Hall risk assessments, Booking details, Entertainments Licence details and links to the Rushcliffe Borough Council Licensing site are available on

<http://www.costockvillage.com/>

It is recommended that these documents should be considered prior to using the Hall.

**APPLICATION FOR BOOKING OF COSTOCK VILLAGE HALL**

**Day and Date Required** \_\_\_\_\_

**Time Required Morning** \_\_\_\_\_

**Afternoon**

\_\_\_\_\_

**Evening**

\_\_\_\_\_

**Type of Function** \_\_\_\_\_

**Cutlery/Glasses Required** \_\_\_\_\_

**CD Player with microphone  
and speakers are  
available on request  
£5 charge for use** \_\_\_\_\_

**There is a £50 cash deposit required on all bookings this is returnable providing the hall is left in a clean, tidy and in good condition.**

**I confirm that if the application is accepted I agree to abide by the Conditions of Hire (a copy of which I have retained).**

**Signed** .....

**Address** .....

.....

**Please e-mail completed application to Brenda Penny at [minty86@hotmail.com](mailto:minty86@hotmail.com)**

**Confirmation of your booking request will be acknowledged as soon as possible.**

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**Signed** .....

**Address** .....

.....

**Please return completed application to:  
Mrs B Penny  
'Lynton'  
Bunny Hill Top  
Costock  
Loughborough  
Leicester  
LE12 6XN Tel: 01509 852085**

**Confirmation of your booking request will be acknowledged**

# Fire Precautions Help List

The Costock Village Hall Committee will have in place a general fire risk assessment, a copy of this is on the notice board.

The Costock Village Hall Committee are responsible for the proper testing and maintenance of equipment belonging to the hall.

The Hirer must familiarise themselves with the locations of the fire extinguishers, emergency exit doors, the evacuation procedures and services isolation points prior to the event being opened.

The Hirer must consider the risk of a fire occurring in relation to the type of event to be held and then take adequate precautions to minimise the risk.

All emergency exits and fire fighting equipment are to be kept clear.

All flammable rubbish to be placed outside of the Hall and removed from the premises at the end of the function.

The cooking of food using fat is only allowed inside of the oven.

Naked lights are not permitted in the premises unless personally supervised, ie candles on a cake.

Smoking is not allowed (by law) in the premises

Highly flammable materials, particularly gases and liquids, are not allowed inside of the premises, excluding alcoholic beverages which should be stored in the bar area.

All electrical equipment to be used in the hall should be in good condition and have a current test certificate (PAT tested). Under certain circumstances **and by agreement**, equipment that is not PAT tested may be used provided it is fitted with an individual RCD device (earth leakage trip), a visual inspection of the equipment for condition is made and that it is fitted with a correctly rated fuse.

The following is the maximum number of persons permitted to use the hall

Main hall		Small room	
With tables and chairs	80 people	With tables and chairs	12 people
With chairs only	100 people	With chairs only	18 people
Standing only	120	Standing only	24 people

When laying out the table and/or chairs adequate provision must be made to give means of escape, and in particular taking into account disabled peoples. Before leaving the hall the hirer must check that all equipment and lighting are switched off and the premises are in a safe condition.

**Double check that the cooker is turned off before leaving the Premises**