**CATSFIELD VILLAGE HALL**

**BOOKING FORM FOR THE HIRE OF CATSFIELD VILLAGE HALL**

This agreement is dated
and made between Catsfield Village Hall Management Committee (“the Committee") (1) and the HIRER (2) the following meanings shall have the following definitions: -

1. **HIRER** details (please complete)

Name:

 Address

 Organisation

 Telephone No: Home: Mobile:

1. **Premises**: Village Hall [ ]  Committee Room [ ]  Hermon Cottage [ ]
2. **Purpose of Hiring**: Private [ ]  Public Event [ ]  Village Organisation [ ]  Commercial [ ]
3. **Hiring Fee (plus security fee):** £ Deposit: £ Balance: £

**NB** Please note that the deposit is one third of the Hiring Fee to be paid on entering into this agreement (Please see Clause 7 of the standard conditions)

1. **Date of hire**:
2. **Time: From:** **To:**

 (*Please consider time for preparation and clearing up*)

1. The hirer agrees with the Committee to be present during the hiring of the premises and to perform the provisions and stipulations contained or referred to in the Committee's standard conditions for hire which forms part of this agreement and which the hirer acknowledges that he has read and fully understands together with any special conditions which the committee may in its absolute discretion seek to impose by way of endorsement on this Agreement.
2. The HIRER confirms that they are 18 years or over
3. PAYMENTS:
Please make cheques payable to : Catsfield Village Hall

 And send to : April Cottage, Church Road, Catsfield, East Sussex. TN33 9DP.

 Bank transfers can be made to : Barclays Bank PLC
 Account Name : Catsfield Village Hall

 Sort Code : 20-27-91

 Account Number : 00243167

**If the HIRER is in any doubt as to the meaning of the following Standard Conditions of Hire, please contact
Mrs Carol Hodgson on 🕿01424 892831 / 07967116972 or 🖂** **villagehallcatsfield@gmail.com**

 **STANDARD CONDITIONS OF HIRE**

1. THE HIRER will be responsible for the supervision of all persons on the premises and supervise the car parking arrangements to avoid obstruction of the highway and shall ensure that minimal noise is made on arrival and departure.
2. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub hire or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor without written permission.
3. THE HIRER shall be responsible for obtaining a Iicence as may be needed for the sale of intoxicating liquor.
4. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrates Court or otherwise particularly in connection with any event which includes public dancing or other similar public entertainment or Stage plays.
5. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring because of the hiring.
6. THE HIRER shall be responsible for leaving the premises and surrounds clean and tidy, locked and secured unless otherwise directed and any contents temporarily removed from their usual positions properly replaced otherwise the Committee shall be at liberty to make an additional charge.
7. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Committee.
8. THE COMMITTEE RESERVES the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the HIRER shall only be entitled to a refund of any deposit paid.
9. IF ANY PART of the premises is deemed unfit for the use for which it has been hired the Committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
10. ELECTRICAL APPLIANCE SAFETY. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner. Where a residual circuit breaker is provided under the terms of the PE or CPL, the HIRER must make use of it in the interest of public safety.
11. THE HIRER shall be responsible for making arrangements to ensure that any third-party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall.
(The Village Hall is insured against any claims arising out of its own negligence).
12. ACCIDENTS AND DANGEROUS OCCURENCES. THE HIRER must immediately report all accidents involving injury to the public to the Committee.
13. ANIMALS. THE HIRER shall ensure that no animals or birds except guide dogs are brought into the hall, other than a special event agreed by the Committee. No animals whatsoever are to enter the kitchen at any time.
14. COMPLIANCE WITH THE CHILDRENS ACT. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and only fit and proper persons have access to the children.
15. FLY POSTING. THE HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the hall and shall indemnify the Committee accordingly against any action, claim and proceedings arising from any breach of this condition.
16. THE HIRER shall have no more than 120 persons at the premises
17. SPECIAL CONDITIONS:
18. THE HIRER to collect the necessary keys from **Mrs Carol Hodgson. April Cottage 5 Church Road Catsfield 01424 892831** unless otherwise arranged.

Signed by Date: For and on behalf of the Committee

Signed by Date:

 For and on behalf of the Hirer

**CATSFIELD VILLAGE HALL – HANDY HINTS FOR HIRERS**

**FIRE:** All the fire exits are clearly marked and signs can be switched on near swing doors. The Fire Alarm is manually operated and is located half way down the hall on the left-hand side by the Fire Exit.

**HALL LIGHTS:** The lights in the village hall are controlled by switches on left-hand wall behind the swing doors. (The Village Hall circuits are protected by a series of trip switches. If lights or any appliances fail to work only try once to reset the appropriate trip (all marked in the fuse boxes) on the left through the double doors by the stage.

**LIGHTS ON STAGE:** These lights are operated with the switch located by the left-hand stage door.

**HEARING LOOP:** is an installed unit with a switch on the small grey box on the left of the stage.

**TABLES:** Long tables are at the end of the passage through the double doors to left of the stage.

 Small tables are in the cupboard by the piano.

**HEATING:** There is normally no need to touch the controls, however if the temperature alters to an unacceptable level, detailed instructions can be found by the thermostats over the piano and in Hermon Cottage.

**KITCHEN:** Basic cutlery and crockery for 20 people is available.

 (A more extensive range of crockery is available by prior arrangement with the booking clerk).

 A mop and cloths for dealing with spills are available. Please provide your own dish/tea cloths

**FIRST AID:** Standard kit can be located just inside the kitchen door.

**TELEPHONE:** There are no public telephone facilities available in Catsfield. Please ensure you have a mobile phone in the event of an emergency.

**FAN:** The controls are located to the right-hand side of the main fuse box just inside the passage from the Hall to Hermon Cottage. Once switched on the speed can be adjusted by rotary control to the right of the main switch (both are marked).

**SOUND & VISION:** A hand held wireless microphone / CD Player in cabinet on stage / a projector for link up to a (Available on request) PC & Screen.

**STAGE CURTAINS:** Main curtains (gold) are operated by means of a cord located in the recess on the left hand side of the stage. The second row of curtains (black) are also operated by a cord on the left- hand wall.

**PROJECTOR & SCREEN:** Remote controls for both can be found in a box in the ‘small table’ cupboard together with connecting leads for your audio/visual devices.

**WATER:**  A stopcock is located behind the inner door in the Gent’s toilet (Ladies are of course allowed in there in case of emergency!)

**FINALLY:** We regret we are unable to accept any responsibility for loss or damage to any items or equipment left or stored in the Hall. We hope your hire of the Hall proves satisfactory. Please let the Booking Clerk know if this is not so. Constructive criticism is welcomed.

 Please leave the Hall, as you would wish to find it. Please don’t forget to switch off the lights in the Village Hall and Hermon Cottage. The lights located in the hallway and all the toilets are on operated on sensors and turn on/off automatically.

**Keyholder: Carol Hodgson – April Cottage, Church Road, Catsfield. TN33 9DP. 01424 892831 / 0796711972**