

CHARLTON MARSHALL VILLAGE HALL

Green Close, Charlton Marshall, BLANDFORD. Dorset. DT11 9PF



www.cmvh.org.uk
bookings@cmvh.org.uk
07874 015407



USER HIRE AGREEMENT

SECTION 1: EVENT AND HIRER DETAILS

Note: no person under the age of 18 will be allowed to make a booking.

Date of requested event:	
From start time:	To End Time:
Description of activity/event:	
Which room do you wish to hire (please select)	Main hall Meeting room
Please select relevant booking type below:	
Recurring	One-off Business
Name of hirer (if individual):	
Organisation (if applicable):	
Name of organisation's authorised representative:	
Address 1:	
Address 2:	
Town:	
County:	
POSTCODE:	
Tel (daytime):	
Tel (evening):	
Mobile:	
E-Mail address:	

Signed:

Date:

SECTION 2: CONDITIONS OF HIRE

1. CONFIRMATION OF BOOKING

When a booking is made, either online by email or telephone, confirmation will be by email or post together with an invoice if required. The reservation will be held provisionally until a completed and signed hire agreement form is received. The Committee reserves the right to refuse any application without giving reasons.

2. CANCELLATION

The Hirer may cancel any bookings with reasonable notice. Any charge or repayment will be at the discretion of the Committee. Where the cancellation is made within 14 days of the function the full hiring charge will become payable, unless an alternative hirer can be found. If the Hall becomes unusable for any (unforeseen) reason then the Committee reserves the right to cancel any booking with full refund of any fees but will not be liable for any consequential loss.

3. CHARGES

All charges shall be paid before the key is handed over. Payment preferably by bank transfer to, Co-operative bank Sort code 08-92-99 Account number 67220807. Cash or cheque payable to Charlton Marshall Village Hall.

A deposit of £200 may be required prior to the event. Where a deposit is charged it will be returned when the committee are satisfied with the subsequent condition of the Hall or forfeited to cover the cost of any damage or loss.

4. ATTENDANCES

The maximum number of persons to attend a function in the Hall is: 100 and in the Meeting Room: 30

5. SUB-LETTING

The Hirer shall not sublet the accommodation or any part thereof and the Hall may only be used for the purpose for which it has been hired.

6. EQUIPMENT

Any equipment brought onto the premises is the responsibility of the Hirer, who must take responsibility for its safety. The Hall's insurance does not cover any equipment not owned by the Hall.

7. FIRST AID KITS

These are located above the sink in the main kitchen and upstairs in the meeting room by the kitchenette.

8. ACCIDENTS OR INJURIES

Accidents or injuries must be recorded in the accident book located in main kitchen and reported to any of the Committee Members.

9. ALCOHOL

The Village Hall does not currently have a licence to sell alcohol. If you intend to sell or serve alcohol please advise the Booking Secretary and the information can be forwarded to you.

10. SMOKING

The Village Hall and its grounds are a no smoking area by law (this includes e-cigarettes).

11. MUSIC

All functions and events where music is played must be kept to a reasonable volume and must cease no later than the agreed finishing time of the function (10.30pm on Sundays to Thursdays and 11.30pm on Fridays and Saturdays).

12. RUBBISH

The Hall and premises are to be left in a clean and tidy order. All rubbish has to be taken away by the Hirer. Hirer to bring own rubbish bags as these are NOT provided.

13. FIRE REGULATIONS

Fire Regulations must be adhered to and fire exits kept clear of obstructions at all times. If the fire alarm is activated the Hall must be evacuated and all areas checked. The advertised procedure must be followed. In the event of a fire please leave the hall and assemble at the far end of car park.

14. FIREWORKS AND CANDLES

Fireworks and candles are not allowed at the Village Hall (either inside or outside the premises).

15. PARKING

The committee accepts no responsibility for the loss or damage to any vehicle or property within the grounds.

16. DAMAGE

To ensure that the floor is kept in good condition appropriate footwear shall be worn at all times to prevent damage to the floor. Please ensure that no stiletto heels are worn and no roller blades or similar are used. If in doubt please contact the Bookings Secretary.

No sellotape, blue tack, drawing pins or similar is to be used to affix notices or decorations to the walls or woodwork. If any damage is done to the Hall or the premises or their fittings, the expense of making good the same is to be paid by the Hirer.

17. CAR PARK GATES

When the car park is in use please ensure that the gates are hooked back properly and when leaving ensure the gates are closed and secured correctly.

18. ENTERTAINMENT EQUIPMENT

Under the terms of our insurance the following items of entertainment equipment and special effects are not permitted to be used within the village hall or its grounds: -

Pyrotechnics	Bouncy Castles*	Foam Machines
Bubble Machines	Snow Machines	Smoke and Haze Machines

* Bouncy castles are not permitted without express prior permission from the trustees of CMVH and on the strict condition that the hirer who supervises the bouncy castle obtains their own public liability insurance. This personal insurance must be in addition to the insurance held by the supplier of the bouncy castle. The hirer must provide written confirmation to the bookings secretary, along with the completed booking form, that public liability insurance is in place before permission can be granted. A copy of the supplier's insurance must also be provided. Please note that the insurance of CMVH will not provide any cover should accidents occur in relation to the bouncy castle.

If you wish to use anything else which isn't listed above please check with the Booking Secretary/Village Hall committee when booking to make sure that it is allowed to be used for your event.

19. RESPONSIBLE INDIVIDUAL

The person or organisation to which the Hall is let shall be responsible for:

- a. Its proper and orderly use and for the observance of any Licensing Regulations or other legal requirements governing such use.
- b. Leaving the premises clean and tidy including removal of all rubbish.
- c. Ensuring that noise is kept to a reasonable level, both during the activity/event, and when leaving the premises and car park.
- d. Ensuring that all doors are locked, windows closed and lights switched off.
- e. Any damage to the Hall or contents and any loss or breakage must be reported to the Booking Secretary as soon as reasonably practical after the activity/event or a caretaker's fee may be charged.

20. THE VILLAGE HALL COMMITTEE

The Committee reserves the right for any Committee Member to enter the Hall during the activity / event to ascertain that the above conditions of hire are being complied with.

21. USAGE

The Village Hall Committee reserves the right to refuse to let the Hall to any person or organisation at their discretion.

22. VILLAGE HALL POLICIES

The Village Hall policies are available to view upon request.

23 DATA PROTECTION ACT 2018

Charlton Marshall Village Hall wishes to maintain a database of your details in order to process your booking and ensure accurate accounting in respect of your use of the Village Hall, to keep statistics as to the usage of the Village Hall and to help contact hirers as and when necessary. The information held in the database will only be used by members of the Village Hall management committee and will not be disclosed to any other party without your permission.

Your signature below acts as consent to your data being used for the purposes detailed above, which are in accordance with the Village Hall's Data Protection Policy.

I have read and accept the above conditions of hire (To be signed by the person who completed and signed at the bottom of Section 1).

Signed:

Date: