

Hatley Parish Council
Hatley Village Hall

1 Main Street, Hatley St George, Cambridgeshire, SG19 3HW

HIRE CHARGES

— January 2023 —

Applications to hire the hall must be made via the **Hatley village hall bookings clerk**:

Clerk Kim Wilde
Address 36 Fairfield, Gamlingay, Cambridgeshire, SG19 3LG
Phone 07591 346835
E-mail clerk@hatley-pc.gov.uk

	Village residents	Others
Private individuals and groups / hour	£9.00	£12.00
Friday or Saturday evening, minimum charge	£55.00	
Fundraising events / hour	£5.00	
Commercial lettings		
First hour	£30.00	
Subsequent hours / hour	£15.00	

Hire rates are negotiable with Hatley Parish Council.

All cheques to be made payable to **Hatley Parish Council**.

Deposits

Deposits are payable at the time of booking.

Payment is required in full (including £50.00 damage deposit) for bookings made within one (1) month of your event.

For bookings made more than one (1) month in advance, a booking deposit is required. The balance (plus £50.00 damage deposit) to be paid one (1) month before the date of the booking. *No advance booking is considered firm until a deposit has been paid.*

Booking deposit: 25% of the hire charge.

At the time of booking a damage deposit is required to cover any breakages, cleaning, additional charges or repairs to damage arising from the hire. If none of these occur, your damage deposit will be refunded in full after the event.

Damage deposit: £50.00 – see points D2, D5 and D11 on page five.

Cancellations

Any **damage deposit** will be refunded in full if the event is cancelled by the hirer.

For lettings cancelled by the hirer **more than one (1) month** prior to the event, all booking deposits and hire charges paid will be refunded.

For lettings cancelled **within one (1) month** of the event, the following scale of cancellation charges payable will apply:

- Cancellation **15 to 31 days** before the event – **10%** of the hire charge
- Cancellation **7 to 14 days** before the event - **15%** of the hire charge
- Cancellation **less than 7 days** before the event - **25%** of the hire charge

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BOOKING FORM + HIRE AGREEMENT

— January 2023 —

To be retained by Hatley Village Hall Bookings Clerk; you should make a copy

If you wish to hire the hall on a regular basis, please complete the form on page six

All lettings are made at the discretion of Hatley Parish Council and only on the receipt of a signed booking form – which includes your acceptance of the hiring conditions.

Applications to hire the hall must be made via the **Hatley village hall bookings clerk:**

Clerk Kim Wilde
Address 36 Fairfield, Gamlingay, Cambridgeshire, SG19 3LG
Phone 07591 346835
E-mail clerk@hatley-pc.gov.uk

Details of your event

Date of event

Hours booked – please include the time required to set up the event and clear up afterwards.

From To

Rate £ (see hire charges)

Deposits paid i) Booking deposit £

ii) Damage deposit (£50.00) £

Hire charge paid – excluding deposits paid £

Name of hirer
(Please use block capitals throughout this section)

Group or organisation

Contact address

..... **Post code**

Phone (home/office) **Mobile**
(Please indicate if home or office)

E-mail address

I have read and agree to the charges and conditions detailed in the *Hire charges* on page one and *Conditions of hire* on pages three to five.

I understand that I will be held personally responsible for compliance with the conditions of hire and for any costs arising from this letting as per this hire agreement, irrespective of whether I am booking on my own behalf or for a group or organisation.

Signed..... **Date**

Data protection We will not pass your personal details on to a third party, unless required to do so by law or if a dispute over this booking requires us to go to law.

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Hatley Village Hall

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HIRE AGREEMENT + CONDITIONS OF HIRE

— January 2023 —

For retention by the hirer

A – GENERAL HIRE CONDITIONS

- A 1.** All lettings are made at the discretion of Hatley Parish Council.
- A 2.** **Applications** to hire the hall must be made via the **Hatley village hall bookings clerk**. Information about the hall and copies of this form are on the Hatley website – www.hatley.info/village-hall.
- A 3.** The hall is **available for use** any day of the week from 8.00 am. **It must be vacated** by 12.00 midnight.
- A 4.** The hirer agrees not to exceed the maximum permitted number of people – including the organisers and performers – this being...
The **maximum seating capacity** is 85 people.
The **maximum standing capacity** is 120 – with minimal furniture in use.
- A 5.** If the event is a public function, **stewards** are required:
Under 80 people – one (1) responsible person.
80 to 120 people – two (2) responsible people.
Stewards must familiarise themselves with these hire conditions.
- A 6.** No **person(s) under 21 years of age** will be allowed to hire the hall in his/her own right. If Hatley Parish Council decides to allow such a booking, then a responsible parent or guardian on behalf of the said person(s) must be in attendance at all times – and must sign the booking form.
- A 7.** The hall does not have a licence to sell alcohol. No **intoxicating liquors** are permitted to be bought, sold or given away (e.g. in a raffle) in any part of the hall without the express permission in writing of Hatley Parish Council. **Should a bar be required**, Hatley Parish Council requires full details in writing before your event of personal licence holder(s). The licence holder(s) is responsible and must be present for the entire event.
- A 8. Betting, gaming and lotteries.** Nothing shall be done on or in the hall in contravention of laws relating to betting, gaming or lotteries. The person(s) to whom the hall is let shall be responsible for seeing that the requirements of current legislation are strictly observed.
- A 9.** Use of radios, tapes, records, CDs and DVDs etc in the hall must not infringe **performing rights legislation**.
- A 10. Keys** – normally, the booking clerk or the parish council's representative will open the hall for you and collect the keys at the end of the event. If they are not able to collect them, please ensure all lights and equipment are switched off and all external doors are locked before putting the keys in the wall safe by the back door and closing the lid.
- A 11.** Hatley Parish Council cannot accept **liability or responsibility for any loss, damage or accident** to persons or property during occupation of the premises or its environs – or for any property stored ahead of or after an event.
- A 12. Permission to store property** outside of the paid booking period must be granted in writing in advance by Hatley Parish Council.
- A 13.** It is the **hirer's responsibility** to ensure third parties such as entertainers, bouncy castle operators etc have adequate public liability insurance in place.

B – HEALTH AND SAFETY

- B 1. The hirer shall observe** the health and safety regulations and comply with all conditions and regulations made in respect of the premises by the local authority*, the licensing authority*, the hall's fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. *South Cambridgeshire District Council.
- B 2. Fire exits** must **NOT** be locked or blocked.
- It is the responsibility of the hirer to ensure you know where they are – and that they are not locked and are kept free of obstacles during your hire.
- B 3. In the event of a fire**, the hall should be evacuated in an orderly manner using the appropriate exits and the fire brigade called by dialling 999.
- As the hall has no phone, you are advised to bring a fully charged mobile phone for use in case of emergency. Please make your guests aware of the fire exits and fire extinguishers before your event begins.*
- B 4. Wheelchair access** into the hall is via the storage area off the back of the hall (it is also a fire exit) – the hirer must be familiar with where it is. *You are also responsible for the doors being kept clear and unlocked throughout the hire.*
- B 5. Seating arrangements** – to comply with safety and fire regulations:
1. A **minimum clearance of 2 m** adjacent to all fire exit doors.
 2. Where tables and chairs are used, there should be **at least 1.5 m** between the backs of chairs of opposing tables.
 3. If seating is arranged theatre style, they should be in four blocks, with two gangways:
 - **Minimum clearance of 1.25 m** between the outer chairs and walls.
 - A **2m wide** space across the entire width of the hall, lining up with the main entrance doors.
 - A centre aisle gangway down the length of the hall, **1.25 m wide**.
- B 6.** In accordance with the law, hirers should enforce our **NO SMOKING POLICY**.
- B 7.** All **portable electrical equipment** used in the hall must have a current portable appliance testing ('PAT') certificate.
- B 8. No highly flammable substances** should be brought into or used in any part of the premises.
- B 9. No unauthorised heating** appliances shall be used on the premises without the consent in writing from Hatley Parish Council. Portable liquefied propane gas (LPG) heating appliances must not be used.
- B 10. No internal decorations** of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without consent in writing from Hatley Parish Council. No decorations or flammable substance are to be put near light fittings or heaters.
- B 11.** If **preparing, serving or selling food**, the hirer must observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat must be refrigerated and stored in compliance with the food temperature regulations. The hall has a refrigerator in the bar area.
- B 12. DO NOT** remove the front cover of the boiler at any time. The heating is controlled from a thermostat on the bar counter. If you have any problems please contact the bookings clerk on **07591 346835**.

C – ACCIDENTS

- C 1.** There is a **first aid kit** in the tall cupboard in the kitchen, along with our **accident report book** – please enter details of ALL ACCIDENTS in the book. Use this short code bit.ly/sja-basic-advice for more information on first aid on the St John Ambulance website.
- C 2.** There is a **defibrillator*** in the locked and temperature-controlled yellow cabinet on the wall by the hall's front entrance. It has full public access and can be used at any time, day or night and on any day of the week. If you need to use it...
- Use your phone to ring 999** – the defibrillator has been registered with the NHS who will confirm the code to open the door and give instructions.
- Once the defibrillator has been used**, please replace it as soon as possible so it is available for future use.
- Please record** its use in our accident report book – located in the tall cupboard in the kitchen (where there is also a first aid kit).
- * A defibrillator is a device which gives a high energy electric shock to the heart of someone who is in cardiac arrest. Use this short code bit.ly/sja-defib for more information about defibrillation on the St John Ambulance website.

D – CARE OF HATLEY VILLAGE HALL

- D 1.** Persons or organisations hiring the hall will be held responsible **for any damage** to the building or the surrounding area arising as a result of their hire.
- D 2.** We reserve the right to make an **additional charge** in the event of any damage exceeding the value of the damage deposit.
- D 3.** Hirers are responsible for instructing groups or individuals **not to drag disco or any other equipment** across the floors. Hirers will be responsible for the cost of repairs to any damage to the floors.
- D 4.** **Used chairs and tables** should be **cleaned and left as found** before storing them back in the store room. There should be **no more than six (6) chairs high in a stack**. *Please ensure the wheelchair access door is not blocked.*
- D 5.** In addition, users of the hall must ensure **all areas of the interior are left clean as found** – in particular the kitchen, toilets, lobby and the main hall. If not, a **cleaning charge will be deducted your damage deposit**.
- D 6.** **Please clear** any rubbish or cigarette ends from the front steps.
- D 7.** **Any damage or breakages** must be reported to the bookings clerk or their representative at the end of the hire period.
- D 8.** **Please do not use** Sellotape, Blu-Tack or anything that will damage the walls.
- D 9.** Please ensure all **lights and equipment are switched off** before you leave.
- D 10.** Please **empty all bins**, including toilet bins, and take **ALL** your rubbish with you.
- D 11.** **We reserve the right** to impose a charge on your damage deposit for failure to comply with the above.

E – GENERAL INFORMATION

- E 1.** **Car parking** – there is room at the front of the hall for 12 to 15 cars. Public roads and entrances to driveways must not be obstructed.
- E 2.** **Consideration for others** – please consider local residents when leaving at the close of your event. Car doors banging and loud talk outside the hall can be very disturbing, especially late at night.
- E 3.** **Comments / feedback** – we welcome any comments or observations you may have about your hire of the hall. Please email them to the parish clerk: clerk@hatley-pc.gov.uk.

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BOOKING FORM – REGULAR USERS

— January 2023 —

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Address 36 Fairfield, Gamlingay, Cambridgeshire, SG19 3LG
Phone 07591 346835
E-mail clerk@hatley-pc.gov.uk

Please advise the bookings clerk as soon as possible if the hall will not be required at the usual time on any forthcoming date.

Details of your event

Date of regular booking slot

Hours booked – please include the time required to set up the event and clear up afterwards.

From To

Rate £ (see hire charges)

Damage deposit paid (where applicable) £

Name of hirer
(Please use block capitals throughout this section)

Group or organisation

Contact address

.....

..... **Post code**

Phone (home/office) **Mobile**
(Please indicate if home or office)

E-mail address

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Signed..... **Date**

Data protection We will not pass your personal details on to a third party, unless required to do so by law or if a dispute over this booking requires us to go to law.

Date

Payment made

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