

FREELAND HALL BOOKING FORM

Please find overleaf a copy of the "Conditions of hiring the Hall" which we would ask you to read.

Please note there is a deposit required of £100 for all occasional bookings which must be paid as soon as the booking is confirmed. The balance is to be paid in full not less than 14 days prior to the date of the function.
The procedure for the collection and return of keys will be explained by the Booking Secretary

Name:

Title: Dr/Mr/Mrs/Ms/other

Address:

Postcode:

Tel:

Email:

Type of function

See list of charges for function types

Date of proposed function:

Time of
proposed
function:

All Day

8am - midnight

Morning

8.30am - 1.00pm

Afternoon

1.00pm - 5.30pm

Early evening

5.30pm - 7.30pm

All evening

5.30-midnight

Or

Start time:

Finish time:

Total
Hours:

Temporary event notice needed
(for alcohol sale)

Yes/No

Please circle as appropriate

Deposit Enclosed

Yes/No

Please circle as appropriate

Amount: £

Cheques should be made payable to: **Freeland Village Hall Bookings**

I have read and agree to the terms and condition of the hiring of Freeland Hall, and agree to comply to the fire regulations, as stated overleaf

Signed:

Date:

Please return the completed form via scan and email to:

freelandhall@btinternet.com

or post to:

Church Cottage, 2a Blenheim Lane, Freeland, Oxon, OX29 8AW

For further enquiries -

Telephone (bookings) Jane Foster - 01993 881273

Telephone (invoices) Becky Coyne - 07563 617 569

CONDITIONS OF HIRING THE HALL

1. The person booking the hall is also responsible for payment.
2. Regular (repeated) bookings can be taken on weekdays only.
3. Payments for regular weekly bookings should be made monthly.
4. For teenage discos and/or parties, bookings must be made by parents who will be held responsible for supervision and any damage caused. A zero tolerance approach to alcohol should be adopted when under 18's parties are booked with checks made that no alcohol is brought on to the premises or consumed in the car park.
5. A deposit of £100 is required at the time of booking for occasional (non-regular) bookings. This will be forfeited in whole or part in case of damage, failure to clear up the hall after the function, failure to stop the function by midnight or cancellation (other than in the event of national disaster, very bad weather or at the Committee's discretion). If damage is caused that exceeds £100 to repair, the person booking the hall will be responsible for the full extent of the repair costs.
6. The balance of payment must be made 14 clear days in advance of use of the hall.
7. Anyone finding the hall in an unsatisfactory condition must notify the booking secretary immediately or in his or her absence another member of the Committee. The complaint will be investigated and the findings reported to the Committee.
8. The function in the hall must cease by midnight at the latest and the hall cleaned and tidied, the hall securely locked and keys returned to the Secretary by 1.30 am. The regulation applies to all days of the week. If users wish to clean the hall the following morning, a separate booking must be made in advance.
9. When cooking in the kitchen, users must ensure that the cooker hood ventilation system is used to prevent condensation (and slippery floors) occurring elsewhere in the hall.
10. It is a condition of the hall insurers that prior to the premises being vacated, a thorough inspection be made to ensure that all waste materials have been emptied into to the outside containers.
11. Alcoholic beverages must not be sold on the premises unless those booking the hall are licensed by WODC under a "Temporary Event Notice". If a Temporary Event Notice is obtained, a copy must be given to the Booking Secretary, as only 12 are permitted in a 12 month period. For functions where admission is charged but no "Temporary Event Notice" is held, alcohol must not be brought and consumed on the premises without the express consent of the Committee. The Committee reserves the right to insist in certain circumstances (for example, where the person running the event is unknown to the Committee or has had problems with previous events in this or other villages) that the Landlord of the Oxfordshire Yeoman be permitted to be the licence holder for the event.
12. No smoking is allowed in the hall.
13. Persons holding dances/receptions etc. at which music and alcoholic beverages are available are asked to show due consideration to those who live near the hall.

14. The Committee has a right of entry if they have reason to think that the conditions of hire are not being observed. Furthermore, the Committee reserves the right to refuse or revoke any booking.
15. The number of persons present on the premises at any one time must not exceed 100.
16. Atmospheric conditions may cause condensation on the floor, particularly during cold weather. It is the responsibility of the users of the Hall to ensure that it is safe to proceed with the event being organized.

TIDYING & CLEANING AFTER AN EVENT

1. The hall, kitchen and toilets must be left in a clean and tidy condition ready for use by the next hirer.
2. Cleaning implements are stored in the cleaning cupboard in the hall, including a vacuum cleaner and mop.
3. The hall floor should be swept and, if the floor is soiled or stained from a spillage, it should be mopped up (with a damp cloth only as too much water will damage the floor) and wiped dry.
4. Any chairs or tables used must be returned and stacked neatly in the store.
5. Table tops must be properly cleaned after use.
6. The kitchen floor and bench tops should also be cleaned after any function involving the servicing of food.
7. Tea towels and dish cloths are to be provided by the hirer.
8. Freeland hall is strictly a no-smoking venue and it is requested that the hirer provide a vessel placed outside of the hall for smokers to dispose of cigarette butts.
9. The grounds of the hall must be kept tidy and free from litter and cigarette butts.
10. Indoor litter bins should be emptied into the main bin outside the hall and relined with a new black sack from the cupboard.
11. **Bottles, cans and glass must be emptied into the recycling bin outside the hall.**
12. For Saturday evening bookings, cleaning may be carried out on the following Sunday morning before 11am, provided there are no bookings and the hall is freely available. **THIS ARRANGEMENT WILL INCUR A FURTHER BOOKING FEE AND SHOULD BE CONFIRMED BY THE BOOKING SECRETARY PRIOR TO THE EVENT.**
13. If the Hirer is unable to fully comply with the Conditions of Hire concerning the tidying and cleaning after the event, the Committee may need to call upon the Cleaner to assist. In such an event the Committee will deduct an appropriate sum from the Hirer's deposit as reimbursement.

By order of Freeland Village Hall Management Committee

FIRE SAFETY REGULATIONS

As the responsible person for hiring the hall, you have legal duties with regard to the safety of people attending the event:

Before the event or function you MUST check:

1. the arrangements for escape if the fire alarms sound, including the identification of key escape routes.
2. any special arrangements needed for the safe evacuation of people identified as being especially at risk, such as those with disabilities, and children.
3. the position of the fire extinguishers in all rooms.
4. that all escape routes are clear of obstructions and combustibles.
5. that you are familiar with the assembly point (the playing field beyond the patio to the East of the hall) in the event of evacuation.
6. the method you would use to call the emergency services if necessary.
7. the number of people who will be using the hall: Note: the hall is designed for 100 people (seated and standing). If more than 100 people are present, the latches on the escape doors from the hall must be in the open position to allow both leaves of the doors to be pushed open in an emergency.

At the start of the event you MUST make all people present aware of:

1. the arrangements for escape if the fire alarms sound, including the identification of key escape routes.
2. any special arrangements in place for the safe evacuation of people identified as being especially at risk, such as those with disabilities, and children.
3. the need for all escape routes to be kept clear of obstructions and combustibles.
4. the assembly point on the playing field in the event of fire.

FREELAND VILLAGE HALL CHARGES

(Charges include the cost of heating the hall)

	All day (8.00a.m. to 12.00 midnight)	Morning (8.30 a.m. to 1.00 p.m.)	Afternoon (1.00 p.m. to 5.30 p.m.)	Early evening (5.30 p.m. to 7.30 p.m.)	All Evening (5.30 p.m. to 12.00 midnight)
Private Parties & Dances (+ £100 deposit – forfeited if hall not cleared up properly and vacated by midnight)	£150 for Freeland Village members. (£200 for non- village bookings).	£25 (£45 non- village)	£25 (£45 non- village)	£25 (£45 non- village)	£100 (£150 non- village)
Village Fund raising events	£40	£15	£15		£25
Village clubs & groups meetings	£60	£25	£25	£8	£25
Hourly rate:	£10 (£15 non-village)	£10 (£15 non- village)	£10 (£15 non- village)	£10 (£15 non- village)	£15 (£30 non- village)

SPECIAL RATES:					
Commercial events	£200.00 (£25/hour)				
Local & General Elections	£200.00				
50/50 Auction	£160.00 for 3 days				
Wedding receptions	£200 (£400 non- Village)				

Cancellations: Please note that, due to the difficulty of re-booking the Hall, bookings cancelled with less than 14 days notice will be charged for.

Agreed by the Village Hall Management Committee on 9 August 2011