**Fordham Village Hall**

**Conditions of Hire 2021 (Please see Covid conditions of hire)**

For the purpose of these conditions, the term HIRER is the person signing the booking form.

**Supervision.**

Hirers must be over 18 and at least one responsible adult must be in attendance at all times.

If the person hiring the hall is not going to be in attendance at the event, they will be responsible for nominating a responsible person to supervise the event and ensure full compliance with these procedures. The hirer is responsible for supervision of the premises, the behaviour of all persons using the premises and proper supervision of car parking arrangements so as to avoid obstruction of the highway. Smoking is not allowed in any part of the hall. Hirers must comply with the provisions of the Children Act 1989. The hirer must report all accidents involving injury to the public and any failure of hall equipment to the Management Committee. Please remember that the hall is in a residential area and ensure minimum noise on arrival and departure, especially when parking and leaving late at night. **Health & Safety.** A First Aid Kit is available in the kitchen along with an accident book to record any accidents which must be reported to the Management Committee. A defibrillator is on the front outside wall of the hall. All groups hiring the hall need to have their own risk assessment document as part of their health & safety procedures.

**Fire.**

The fire exits must be kept clear at all times. In the event of fire the hirer is responsible for the safe evacuation of all persons within the building and must call the emergency services**. A mobile phone is needed for this as the hall has no land line telephone.**

Disabled access/exit is via the front of the building.

Any electrical appliances brought to the premises and used there, shall be safe and in good working order, PAT tested and used in a safe manner.

**Health and Hygiene.**

When serving or selling food, the hirer must observe all relevant food health and hygiene legislation and regulations. Please bring your own tea towels. No food is to be left on the premises.

No animals (including birds) with the exception of Assistance Dogs are to be brought into the hall, but are not to enter the kitchen area at any time.

**Licenses.**

The Premises License allows for no more than 65 persons to be present in the hall. There is also a PRS Music Licence for the use of recorded music. The premises shall not be used for any purpose other than that described on the booking form. The hall must be vacated by 12 midnight.

No alcohol is to be sold on the premises unless a special license has been obtained. (Selling includes giving alcohol in exchange for donations or accepting pre-paid tickets.)

**On Leaving.**

Hirers must ensure that the premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy. **Please take home your rubbish at the end of the hire.**

Any chairs and tables removed from the storage shed must be taken back**.**

**If you have used Blu Tak to hang decorations; please remove the Blu Tak.**

Any costs incurred for damage or extra cleaning will be charged to the hirer.

Please turn off each heater and the water heater. **The master switch located by the front door must be turned off when leaving.**

Should the heating not have been turned off at the completion of the period of hire, an additional charge will be made.

Please do not post any notices or advertising material in the hall without the permission of the Management Committee.

**Storage.**

The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period.

**The hall key must be returned to 58 Church Road Fordham as soon as the hire has finished.**



Payment for occasional bookings must be made at least one week prior to the date of hire. Regular users are required to settle accounts on the receipt of the invoice. A deposit may be required at the discretion of the Chairman or Treasurer.

On cancellation by the hirer any hiring fees paid in advance will be returned, The Management Committee reserves the right to make charges for any administration costs incurred.

**Fordham Village Hall Booking Form 2021**

Date/dates of booking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event - please indicate Public \_\_\_\_ Private\_\_\_\_\_\_\_\_

Time:- FROM\_\_\_\_\_\_\_\_\_\_TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of hire\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please include time to set up before and clear away afterwards.)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the conditions of hire and agree to be bound by them. I am over 18 years of age.

FVHMC is committed to ensuring that any personal data will be dealt with in line with the Data Protection Act 2018. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully. (Data may be retained for up to 7 years for account purposes.)

Please sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have been given the Evacuation plan and Health & Safety Rules** Yes/No

Please print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sum enclosed £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please tick if you require a receipt \_\_\_\_\_\_\_\_\_\_\_

Cheques to be made payable to Fordham Village Hall Management Committee

Please return this slip and payment to Wendy Shepherd, 58, Church Road, Fordham, Colchester CO6 3NJ Tel 01206 617020. Email wendyshepherd9@gmail.com

Private Hire Booking rates are currently £10.00 per hour for Fordham residents and £12 per hour for non-residents. For regular use and public events please enquire.