

GREAT MAPLESTEAD VILLAGE HALL

Lucking Street, Great Maplestead, Halstead Essex CO9 2RE



BOOKING FORM

| | |
|---|---------------------|
| Person responsible for booking*: | Invoice No.: |
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| Name*: | |
| Address*: | |
| | |
| Postcode*: | |
| Telephone*: | |
| E-Mail*: | |

| Date(s): | Session(s): (a.m., p.m., evening, all day) | | Hire charge: |
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| | | | Paid by - cash: £ |
| | | | - cheque*: £ |

Office Use Only:

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|---------------------|----------------------|----------------------|
| Date Banked: | Bank Account: | Payment Ref.: |
|---------------------|----------------------|----------------------|

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| EMERGENCIES |
| There is no public telephone at the Hall – hirers are advised to take a mobile phone. In case of need contact either: Liz Newton: 01787 461 308 or Doreen Faulks: 01787 460 727 |

Important Note: By providing the asterisked information, you are consenting to allow **Great Maplestead Village Hall** to use this personal data for booking and associated purposes. Our [Privacy Notice](#) details why we need and how we use your data and explains your rights regarding control of your personal data. A copy can be requested by e-mailing the **Secretary:** Doreen Faulks (doreen@doreenfaulksporcelain.co.uk)

Registered Charity No. 1096280

TERMS OF HIRE

Eligibility: Adult residents of, and social organisations based in, Great and Little Maplestead, may hire the Hall. Parents of Children at St. Giles School may hire the Hall for Children's parties. Past residents and educational organisations may hire the Hall at the discretion of the Bookings Secretary – Liz Newton.

Use of Premises: The Hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-hire or use the premises 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 render invalid any insurance policies in respect thereof. Hirers shall insure that all vehicles are parked so as to avoid obstruction of the highway.

Inflatables: These are **not allowed** inside the Hall without the prior permission of the Bookings Secretary, and **no inflatable is allowed that is over 6' tall when fully inflated**. Inflatables used outside the Hall are at the hirer's own risk: they are **not** covered by the Hall's insurance.

Licences: The Hirer is responsible for obtaining such licences as may be needed for selling intoxicating liquor.

Public Safety Compliance: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. (**Note:** number of people allowed – **80 sitting** or **120 standing**.)

Health and Hygiene: The Hirer shall, if preparing, serving or selling food observe all relevant food and hygiene legislation and regulations.

Electrical Appliance Safety: The Hirer shall ensure that any electrical appliances brought by him to the premises and used be safe and in good working order and used in a safe manner. Trailing cables must be covered with "cable curb" which is available in the locked Hall cupboard.

Keys: These are available from the Booking Secretary. They must be returned on completion of the hire. The Management Committee will charge for keys lost or broken. Keys must not be copied or lent or used by any person other than the Hirer.

Payment: The Hirer should pay the Booking Secretary for single event hires on collection of the key. Organisations may request to be invoiced at set times throughout the year.

Cancellation: The Management Committee will usually waive charges for bookings cancelled in good time.

Heating: This is **not** included in the hire charge. The Hirer should anticipate feeding the meters on the left hand side of the main entrance with £1 coins.

External lighting: The switch nearest the door operates the external lights; on leaving press the timer button and then switch off the lights. The lights will stay on for 10 minutes.

Music and Dancing Licence: All entertainments must finish by **11.45pm**; all visitors must leave by midnight.

Noise: Please be mindful that the Hall is in a residential area; noise should be kept to a minimum. Please be quiet when leaving the premises.

Smoking: There is no smoking allowed in the Hall.

Care of the Hall: The Hirer is responsible for the Hall building and contents, its surrounds and car park while in possession of the keys. The Management Committee will invoice the Hirer for any damage.

Chairs: The upholstered chairs must not be used at children's parties (there are grey plastic chairs in the back room) nor should they be climbed on while stacked.

Clearing up: The Hirer hires the Hall on the condition that they leave it, the surrounds and the car park clean and tidy. The Management Committee reserves the right to charge hirers who leave it in a mess.

Rubbish: Blue bags are provided for the Hall dustbin – the Council will collect only blue bags from the Hall. Blue bags are for "industrial waste" and are expensive. **Hirers must bring and take home black bags for excess rubbish, and remove rubbish from inside and outside the Hall.** The Council will not collect black bags from the Hall. The Committee reserves the right to charge hirers at a rate of **£1 per bag** for any rubbish left at the Hall.

Compliance with the Children Act: The Hirer shall ensure that any activities for children under 8 years of age comply with provisions of the Children Act of 1989 and only fit and proper persons have access to the children.

Accidents and dangerous occurrences: The Hirer must report all accidents involving injury to the public to a member of the Management Committee as soon as possible. Any failure of equipment, either that belonging to the Hall or brought in by the Hirer, must also be reported as soon as possible.

Emergencies: The Hirer is the responsible person for the event and, as such, has legal duties with regard to the safety of those persons assisting or attending the event. See the Emergencies notice overleaf.

Insurance: the Hall is insured against any claim arising out of its own negligence. A Hirer's liability insurance supplement is included for all private hires and for hires by organisations that are otherwise uninsured.

I accept the terms of hire **including those with regard to insurance**.

Signature..... **Date**.....