

Application to Hire Broadhembury Memorial Hall

Title:	Broadhembury Community Centre CIO (Broadhembury Memorial Hall)
Charity Number:	1156178
Booking Clerk	Mrs Barbara Syrett
Contact Details	broadhemburymemorialhall@outlook.com or 07916 785850

*This agreement is made on date show between the Authorised Representatives (**Trustees**) of Broadhembury Community Centre CIO, Broadhembury, Devon, EX14 3NG and the **Hirer** named below whereby in consideration of the sums mentioned in section (3) the Trustees agree to permit the hirer to use the premises (4) for the purpose (5) and for the period said mention in section (6)*

(2) Hirer/Organisation Full Name
Address
Postcode
Contact Number
Email address

(6) Single Booking - Date Required	
Start Time	
Finish Time	
(6) Multiple Booking - Regular weekly, monthly or annual bookings:	Day Date
Time From	
Finish Time	

(3) Hiring Fee	Total Hire Fee: £
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	Full payment is required 28 days prior to the event
Deposit required on reservation. (The Booking will only be provisional and subject to rehire if the deposit is not paid at time of booking).	1/3 of total hire cost. £
Security Deposit (This will be refunded within 28 days of the end of the period of hire subject to all of the CONDITIONS OF HIRE having been adhered to)	Our standard security deposit is £150 for events with more than 30 persons. Please issue a cheque made payable to Broadhembury Community Centre and return with this form. £
Payment method:	Deposit: £ Security Deposit: £ Balance payable: £

(4) Hiring the Main Hall	Yes or No
Hiring the Committee Room	Yes or No
Private or Commercial use	

For Commercial use and cancellations please refer to the cancellation policy on page 5

(5) Purpose of hire	
Will tickets be sold for your event? Will food be provided at the event? Do you require PA system? Do you require use of projector? Do you require use of music system?	Own or Caterers? Name of caterer?

Screen between Hall and Committee room Will alcohol be available at your event?	Open or closed? Yes or No Complimentary or For Sale
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The Hire charge will be payable 28 days prior to the date of the booking (Or at the time of booking if less than 28 days for booking request). The Security deposit will be refunded within 28 days following the hire subject to the Conditions of Hire being adhered to. The hirer agrees with the Trustees to observe and perform provisions and stipulations contained or referred to In the Conditions of Hire as attached. The hirer acknowledges understanding of this agreement.

Signed (Hirer): _____ Dated: _____

It is a condition of hire and a legal requirement that you sign below to confirm you have read and understood these sections of the booking form: Broadhembury Memorial Hall Fire and Evacuation procedures. Broadhembury Memorial Hall – Conditions of Hire and Broadhembury Memorial Hall – Cancellation Policy.

Signed (Hirer): _____ Dated: _____

Signed by a Trustee of the Broadhembury Memorial Hall Trustees

Signed (Trustee): _____ Dated: _____

Please sign below to confirm that you have read, understand and will comply with the following statement:

Photography Clause – Photographing Children: Photographs should only be taken by an authorised person who has a suitable reason related to the child or organisation i.e. they are a parent, a relative, a club member, and/or a member of staff;

Unless photographs are taken as part of school activities such as sports day, plays, concerts, they should be used for an individual purpose not a public purpose e.g. not posted on the internet and not passed on to others unconnected with the child.

Signed (Hirer): _____ Dated: _____

It is advisable that you keep a copy of this booking form with you at all times whilst you are at the hall as it contains relevant information and telephone numbers should there be a problem you need assistance with.

BROADHEMBURY MEMORIAL HALL – CANCELLATION POLICY

Cancellation Policy:

Confirmed booking:

Once agreement to the Booking Confirmation Form has been accepted and the deposit paid, the Hall (or the part of the Hall) will not be hired out to any other user at that time without the prior agreement of the hirer. A booking confirmation will not be accepted without the deposit.

Failure to pay the full hire fee by the due date may lead to a cancellation of the booking.

The Trustees reserve the right to cancel a booking by written notice in the following circumstances:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the Trustees of Broadhembury Memorial Hall reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements
- unlawful or unsuitable activities will take place at the premises as a result of the hiring
- the premises becoming unfit for the use intended by the hirer or unscheduled emergency repairs or refurbishment
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

Cancellation of a one off booking - Once the balance has been paid then the following cancellation policy applies: Cancellation between payment of balance and 21 Days before 25% retained for admin costs the rest returned to you. Cancellation between 21 and 7 days – 50% of hire charge retained and 50% returned to you. Cancellation less than 7 days – 100% hire charge retained

Cancellation of Established bookings: For established Hirers, the Trustees may waive the requirements but reserves the right to give one months' notice if the hall is required for another event. If the regular

Hirer does not require the hall for a booked session, no refund will be made or the fee and will be charged unless 7 clear days notice of the cancellation has been given.

BROADHEMBURY MEMORIAL HALL - CONDITIONS OF HIRE

1. **Age** - The Hirer must be a person over the age of 18 and hereby accepts responsibility for the premises at all times when the public are present, and for ensuring that all conditions under this agreement are met including the clause below entitled Insurance and Indemnity.
2. **Supervision** - The Hirer is responsible at all times during the hire period for the fabric and contents of the building and the behaviour of persons using the premises. The Hirer shall make good or pay for all damage (including accidental damage) to the fixtures, fittings and contents or loss of contents. Under all circumstances any damages or breakages should be reported immediately to the Booking Clerk.
3. **Use of premises** – The Hirer shall not use the premises for any other purpose other that described on Hire Agreement and must not allow the premises to be used for unlawful or unsuitable purposes or endanger the premises in any way as may render our insurance policy invalid, this includes the consumption of alcohol on the premises without the consent of the Trustees.
4. **NO** Sellotape, blu tac, sticky pads or similar to be applied to the hall walls or windows – This will result in loss of your security deposit.
5. **HELIUM GAS TANKS AND SIMILAR GAS BOTTLES** - Helium gas tanks/cylinders used for balloon inflation or any other purpose **MUST** be removed from the hall and its grounds – failure to do this will result in the loss of your security deposit.
6. **Gaming, betting and lotteries** – The Hirer shall ensure that nothing is done in contravention of the law relating to gaming, betting and lotteries.
7. **Maximum Hall Occupancy** -No more than a **MAXIMUM of 150** people are allowed in the Hall at any one time. 120 people seated is a recommended comfortable maximum in the main hall and 20 people seated in the committee room.
8. **Telephone** - There is limited/no mobile phone coverage in the Hall. A landline telephone is provided in the cleaning cupboard (next to the Men’s Toilet) in case of an emergency or if you need to contact the Booking Clerk and have no mobile signal. If there is an issue when you arrive for your booking at the hall and there is no mobile signal, the key for the cleaning cupboard is in the first kitchen wall

unit marked 'Foyer Store'. Any calls made from this telephone during the duration of your hire, other than to emergency services or one local call, will be deducted from your security deposit.

9. **Public Safety** - At no time should Fire Exits be blocked or obstructed. The Hirer is responsible for familiarizing and understanding the Fire Safety Notices. Fire Assembly point is in the corner of the Car Park clearly signed. The Hirer shall fully read the **Fire Evacuation Procedure** attached. The Hirer shall also comply with the Halls **Health & Safety Policy**. It is the Hirers responsibility that all electrical equipment brought onto the premises complies with current safety standards, i.e. P.A.T. tested and where a circuit breaker is provided, this must be used. Accidents must be reported in the accident book that is located in the hall kitchen. The use of the lift is restricted to these persons trained and authorised to use it by the Trustees.
10. **Health & Hygiene** – The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. The premises are provided with a refrigerator and thermometer. Please leave the fridge on at all times.
11. **Music** - The Hall holds a Phonographic Performance Licence (PPL) with the Performing Right Society for the performance of copyright music.
12. **Noise** - It is extremely important that all users respect local residents with regard to noise levels from both the users of the Hall and any hired music. **Strictly no music after 23.45 Sunday – Thursday and 00.45 on Fridays.** (Failure to keep noise levels down may jeopardise our Licence and future bookings of the Hall). Please see a copy of our **Premises Licenced Activities** attached.
13. **Licensing** - It is the Hirers responsibility to ensure that there is no underage drinking. It is the hirer's responsibility to notify the Booking Clerk of the Licenced number. **IT IS NOT PERMITTED TO SET UP A BAR IN THE MAIN HALL.**
14. **Drunk and Disorderly and Illicit Drugs** – Anyone perceived to be drunk and behaving in a disorderly manner will be asked to leave the premises in accordance with the Licensing Act of 2003. No Illegal drugs may be brought onto or used within the premises and its grounds. BMH reserve the right to terminate events with immediate effect if illegal drugs are found to be being used by the Hirer or any of their party.
15. **Smoking** – Broadhembury Memorial Hall is a non-smoking building, there is a designated smoking area outside the Hall. Cigarette ends must be disposed of carefully as not to cause fire.
16. **Fireworks/Chinese Lanterns** - Fireworks and Chinese lanterns are not permitted within the hall, its grounds or indeed within the village of Broadhembury as these pose a massive fire risk.
17. **Storage** – The Trustees accept no responsibility for any stored equipment at the Hall and all equipment brought to the Hall for the duration of the booking shall be removed at the end of the hire period. Storage and disposal costs will apply to any equipment left behind and deducted from the Security Deposit.

18. **Animals** – No animals, including birds, are permitted on the premises unless by agreement prior to the hire period with the Trustees. Guide dogs are permitted. Animals must NEVER enter the kitchen.
19. **Public Liability** - The Hirer is responsible for ensuring adequate Public Liability insurance for all activities. Broadhembury Memorial Hall is insured against any claims arising out of its **own** negligence.
20. **End of Hire** - At the end of the event, please ensure the following: -
- The Hall should be tidied and left as found, including the toilets. (Unless Cleaning Surcharge has been opted for)
 - All rubbish is emptied into the outside bin.
 - All tables should be wiped, chairs and equipment returned to their original position.
 - All party decorations to be removed at the end of the hire.
 - All foodstuffs, if used, to be removed from the premises.
 - All lighting and any electrical appliances used, to be switched off.
 - All kitchen appliances are turned off but that the Fridge is left ON
 - Secure all windows and doors at the end of the hire.

A checklist is attached to help you ensure that the building is closed down and secured at the end of your hire period.

Important Contact Numbers:

Broadhembury Hall Mobile Booking Clerk :	07916 785850
Barbara Syrett	broadhemburymemorialhall@outlook.com
David Brooks	01404 433361
Sarah Drewe	01404 841673
Tina Gray	01404 841366
Liz Bennett	01404 841123

BROADHEMBURY MEMORIAL HALL - FIRE EVACUATION PROCEDURE.

The named person hiring the hall is also responsible for being the fire marshal for the period of the hiring.

It is also their responsibility to ensure all of the occupants are aware of the procedure for evacuating the hall if the need arises. We suggest this is done at the commencement of the event when guests have arrived.

In the event of a need to evacuate the hall, the fire marshal will;

- Ensure the building has been evacuated, provided it is safe to do so
- Complete a roll call to ensure everyone is accounted for and to
- Liaise with the emergency services

In the event of a fire or the alarm sounding during your hiring of the hall the occupants must follow the evacuation procedure below;

- 1) Identify the safest point of exit, either via the front door or either of the fire doors at the rear of the building. If you choose the rear exits turn right and follow escape route through the gates out to the safety of the car park. Ensuring that everyone has left the building.
- 2) **DO NOT ATTEMPT TO COLLECT PERSONAL EFFECTS AND BELONGINGS, LEAVE THE BUILDING IN A SAFE AND SENSIBLE MANNER**
- 3) Ensure that someone has called the emergency services 999
- 4) Assemble at the fire assembly points at the front of the carpark close to the fence.
- 5) Complete a roll call to ensure that everyone is accounted for.
- 6) Wait for the fire service to arrive do not attempt the go back into the building until you are told it is safe to do so.

BROADHEMBURY MEMORIAL HALL – PREMISES LICENCED ACTIVITIES

Broadhembury Memorial Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	Licensed Times * Friday, 0100 hrs ** Saturday & Sunday to 2400 hrs	Indicate activities to take place at your event
a. The performance of plays	1100 – 0100**	
b. The exhibition of films	0900 – 0100**	
c. The performance of live music	0900 – 2400*	
d. The playing of recorded music	0900 – 2400*	
e. The performance of dance	0900 – 0100*	
f. Entertainments similar to those in a – f	As above	
g. Dancing	0900 – 0100*	
h. Making music	0900 – 0100*	
i. Entertainments similar to those in g and h above.	As above	
j. Provision of hot food/drink after 11pm	2300 – 0100*	
k. The sale of alcohol	0900 – 0100**	

Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

- Have you indicated at (5) that alcohol will be available at your event? Yes/No

In order to hold a licensable activity on any part of the premises not covered by the Memorial Hall's Premises Licence a **Temporary Event Notice (TEN)** will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the Memorial Hall Trustees on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises.

BROADHEMBURY COMMUNITY CENTRE CIO – AUTHORITY TO SELL ALCOHOL

Letter of Authority to sell Alcohol in accordance with the Licensing Act 2003

ONCE COMPLETED AND SIGNED – THIS NOTICE MUST BE DISPLAYED AT THE EVENT

Dear (Hirer)

This letter gives you authorisation by the Trustees of Broadhembury Community Centre CIO to sell alcohol at the following function(s) at the Premises known as Broadhembury Memorial Hall:

Date of function.....

Description of function.....

Times (start and end).....

Nominated Responsible Person.....

The following responsibilities apply to all those selling alcohol:

- Awareness of the objectives of the Licensing Act 2003
- No alcohol is to be sold or delivered to anyone under 18 years of age (a PASS proof of age card, photo driving licence or passport can be accepted as proof of age. A soft or non-alcoholic drink may be provided, not a low alcohol drink. An adult may purchase wine, beer or cider for someone aged 16 or over only for drinking with a table meal taken with an adult.)
- No alcohol is to be sold other than between the following times:
- Drunk and disorderly behaviour must not be permitted. (If someone refuse to leave when asked politely to do so warn them that they are committing a criminal offence. If they still refuse to leave call the police for assistance, do not attempt to remove them, for safety reasons).

- Smuggled goods must not be sold or kept on the premises
- Every sale of alcohol by a person aged under 18 must be specifically authorised, in writing, by a Trustee of the Hall who is authorised to give such approval.
- If you suspect that anyone is taking or supplying drugs inform the police.

These responsibilities apply where sale is carried out under the authority of a Temporary Event Notice, as well as sales under a Premises Licence.

Note that the maximum penalty for breaking the law in these respects is a fine of £20,000 or 6 months in jail. Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk or buying for a drunk are also guilty of an offence.

Contact telephone numbers for Hall Trustees will be available on the premises in case of difficulty.

Your attention has been drawn to the summary of the licensing objectives explaining your obligations under the Licensing Act 2003. By signing this letter you are confirming you are aware of the licensing objectives and your obligations.

I herby agree to comply with these requirements for the sale of alcohol and confirm that myself/or the Nominated Responsible Person has been made aware of their responsibilities.

Signed (Hirer):

Date:

Signed (On behalf of the Trustees):

Date:

Booking Clerk

BROADHEMBURY MEMORIAL HALL – CHECKLIST WHEN LEAVING THE HALL.

CLEANERS CUPBOARD:

There are cleaning materials, tools and utensils stored in the cleaners cupboard in the Foyer next to the Men’s toilet– a coloured mopping system is in place. After use, please return any items used in a clean condition and store safely. The key for the cleaners cupboard is in the first kitchen wall unit marked ‘Foyer Store’. Please ensure you return the key to the kitchen cupboard.

HALL AND ROOMS:

Tables cleaned and returned to store room

Chairs stacked safely

Floor clean and tidy

KITCHEN: Worktops cleaned

All crockery and utensils put away in correct locations

Dishwasher emptied

Water boiler switched off and empty

Floor swept

Bins emptied

Any breakages recorded in the breakages book

TOILETS: Flushed and clean

All taps turned off

LIGHTS: All switched off – Note: Store room and toilet lights on sensors

WINDOWS: PLEASE ENSURE ALL WINDOWS ARE CLOSED

DOORS: Outside committee room door closed and locked

Inside committee room doors closed

Storeroom doors closed

Outer kitchen door closed

All hall inner doors closed

Main outside door locked