

## **Broadhembury Memorial Hall**

### **Booking Form**

**Issued 11 January 2024**

The Bookings Clerk will assist you with completing this form. When it is completed and signed by both the Hirer and a Trustee, this Booking Form becomes the "Hire Agreement" between the Trustees and the Hirer.

#### **Venue**

Broadhembury Community Centre CIO (Broadhembury Memorial Hall)

Broadhembury, Devon, EX14 3NG

Charity Number: 1156178

Booking Clerk: Mrs Donna Jennings

Email: [broadhemburymemorialhall@outlook.com](mailto:broadhemburymemorialhall@outlook.com)

Phone: 07888 606097

Please allow two working days for response.

#### **Hirer**

Name	
Address	
Postcode	
Phone	
Email	

#### **Date of hire**

Date (or dates) required	
Start time	
Finish time	

#### **Purpose of hire**

Is the event a private function?	YES	NO
Or will it be open for public attendance?	YES	NO
Approximately how many people will attend?		
Please describe the event		

#### **Food**

If food is a part of your event, then food safety, hygiene, and allergen standards need to be complied with. Also, extra time will need to be booked to allow for cleaning afterward.

Will food be brought onto the premises?	YES	NO
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### Alcohol and Event Licence

Although Broadhembury Memorial Hall holds a Premises Licence (attached) you may be required to apply for a Temporary Events Notice (TENS). You will need to discuss this with the Bookings Clerk. Only a limited number of TENS are permitted each year, so do not apply for one without our prior agreement.

Will alcohol be brought onto the premises?	YES	NO
Will any other licensable activity take place?	YES	NO
Is a TENS required?	YES	NO
TENS number		

### Data Protection

We will never publish your personal details unless you give express permission. However, you may wish us to place some information on our website event calendar, or in any other publicity material. Do you consent to us publishing the following? Please cross through to show your requirements.

A description of your event?	YES	NO
Your name?	YES	NO
Your email address?	YES	NO
Your phone number?	YES	NO

### Security Deposit

A Security Deposit is only required for events where it is anticipated more than 30 persons will attend. The security deposit is £150 and will be included on the Hire Fee invoice. The Security Deposit will be refunded within 28 days of the end of the period of hire subject to all of the Conditions of Hire (see attachment) having been adhered to.

Is a Security Deposit required?	YES	NO
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### Hire Fee

If the Hire Fee has not been paid within 14 days of the Invoice date, the hire will be cancelled. For hires where the initial inquiry was less than 14 days before the event date, the invoice must be paid before the event. Please see the Cancellation Policy (attached).

An invoice will be issued for	£
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### The Hirer agrees to comply with

- The above
- The booking Tariff as attachment 1
- The Conditions of Hire as attachment 2
- The Fire and Evacuation procedures as attachment 3
- The Cancellation Policy as attachment 4
- The Premises Licence as attachment 5

**Signed (Hirer):**

**Dated:**

**Signed (Trustee):**

**Dated:**

## **Attachment 1 - Booking Tariff**

The hourly rate of hirer is:

- £10 per hour for Broadhembury parishioner events
- £20 per hour for non-parishioner events

There is also:

- A two-hour minimum hire period. This ensures administrative cost are covered.
- Events are booked in one-hour increments.
- All booked times are to include any necessary set up and tidy up periods.
- An additional two-hour period should be paid for following an event where food is served to allow for cleaning time before the next event.
- An additional £50 for use of the stage. This is because erection of the stage must be conducted by a Trustee.
- The hirer has the use of the entire hall for the period of hire.

Booking length:

- As a guide, events should start after 8:00 am and finish by mid-night.
- However, if your event will include music, dance, films, performance, or alcohol, then please refer to our Premises Licence (attached).

An invoice will be issued for payment:

- The hire fee must be paid in accordance with the invoice and within 14 days of the date of the invoice.
- It is understood that some hires may be made within 14 days of the hire period. In such circumstances the total hire fee is required immediately in accordance with the invoice.
- In all cases payment must be received before the start of the first hire period. If it is not received, the Trustees reserve the right to cancel the booking without notice. Please see the Cancellation Policy (attached).

Special rates and conditions:

- Special rates and conditions can only be agreed on a case-by-case basis by the Trustees.

## **Attachment 2 – Conditions of Hire**

### **The Hirer**

The Hirer must be a person over the age of 18 that accepts responsibility for the premises at all times during the period of hire, and for ensuring that all conditions under this agreement are met.

### **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.

### **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, breakages, or losses should be reported immediately to the Booking Clerk.

### **Use of premises**

The Hirer shall not use the premises for any purpose other than described within the 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.

### **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.

### **Equipment provided**

Equipment provided by the Hall includes:

- Sound, music, and projector system (with sound limiter)
- Wi-Fi
- Tables and chairs
- Commercial standard kitchen
- Pots and pans
- Crockery and cutlery
- Cleaning equipment

Examples of what is not provided by the Hall:

- Table clothes
- Tea towels
- Dish clothes
- Sharp kitchen knives

### **Telephone**

There is limited or no mobile phone coverage in the Hall. A landline telephone is provided in the cleaning cupboard (accessed from the Foyer) in case of an emergency or if you need to contact the Booking Clerk and have no mobile signal. The key for the cleaning cupboard is in the first kitchen wall unit marked 'Foyer Cupboard'. 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. If your mobile phone has Wi-Fi calling capability, please use out guest Wi-Fi.

### **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**

Accidents must be reported in the accident book that is located in the Kitchen.

### **Food**

The Hirer shall, if preparing, serving, or selling food observe all relevant food safety, health, hygiene, and allergen legislation and regulations. The premises are provided with a refrigerator and thermometer. Extra time must be included within the hire period to enable you to clean and tidy afterward.

### **Gaming, betting and lotteries**

The Hirer shall ensure that nothing is done in contravention of the law relating to gaming, betting and lotteries.

### **Music**

The Hall holds a Phonographic Performance Licence (PPL) with the Performing Right Society for the performance of copyright music.

### **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. Failure to keep noise levels down and to comply with the conditions and the times defined in our Premises Licence (attached) may jeopardise that Licence and future bookings of the Hall. The Hall is installed with a sound limiting system the lights of which indicate when the noise level is excessive.

### **Premises License**

You may only bring alcohol onto the premiss with the prior agreement of the Trustees – as authorised by the Hire Agreement. Although Broadhembury Memorial Hall holds a Premises Licence (attached) you may be required to apply for a Temporary Events Notice (TENS). You will need to discuss this with the Bookings Clerk prior to hiring the venue. Only a limited number of TENS are permitted each year, so do not apply for one without our prior agreement. Where it is agreed by us that you may apply for a TENS, you must advise the Bookings Clerk of the TENS licence number prior to the event. Licensed activities must be confined to the Main Hall, Side (or Committee) Room, and Kitchen areas. It is the Hirers responsibility to ensure that there is no underage drinking. Any Bar must be set up in the Side Room – the serving hatches between the Kitchen and Side Room may be utilised. No bar must be set up in the Main Hall.

### **Drunk and Disorderly and Illicit Drugs**

Anyone perceived to be drunk and behaving in a disorderly manner must be asked by the Hirer 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. The Trustees 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.

### **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.

### **Fireworks or 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.

### **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, 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).

### **Placing of posters and notices**

No Sellotape, Blu-tac, sticky pads, or similar items are to be applied to walls, door, or windows.

### **Gas tanks, cylinders, and bottles**

Gas tanks, cylinders, or bottles used for balloon inflation or any other purpose must be removed from the hall and its grounds.

### **Lift**

The Lift is not to be used for transporting people. It is only to be used for the carriage of goods.

### **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.

### **Lost property**

Any lost property not claimed within 28 days will be disposed of.

### **Animals**

No animals of any kind, including birds and insects, 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.

### **Cleaning**

There are cleaning materials, tools, and utensils stored in the Cleaning Cupboard (located off the Foyer). After use, please return any items used in a clean condition and store safely. The key for the

Cleaning Cupboard is in the leftmost kitchen wall unit and is marked 'Foyer Cupboard'. Please ensure you return the key after use.

### **End of Hire period**

Before the end of the hire period, please ensure the Hall is tidied and left as found, including the toilets, and outside areas:

- Rubbish is emptied into the outside bin.
- Tables cleaned and returned to store room.
- Chairs and other equipment are returned to their original position.
- Party decorations are removed.
- Floors are clean and tidy.
- Worktops cleaned.
- Dishwasher emptied.
- All crockery and utensils put away in the correct locations.
- Cooker turned off at the red wall isolation switch then cleaned.
- Remove all food, food waste, used wiping clothes, and similar items.
- All kitchen appliances are turned off at the wall outlet.
- All lighting and any electrical appliances to be switched off. The store room and toilet lights are on sensors.
- All taps turned off.
- Toilets flushed and clean.
- Any breakages recorded in the breakages book.
- The Foyer Cleaning Cupboard is to be locked and the key returned to the Kitchen leftmost wall cupboard.
- All internal doors to be closed.
- Kitchen servery hatches closed.
- Ensure all seven outside doors are locked.

### **Premises Key**

- Prior to the hire period, the Bookings Clerk will agree with the Hirer where and when to collect and deposit the premises key.

### **Attachment 3 - Fire and Evacuation procedures as attachment 2**

#### **Marshal**

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

At the start of the hire period when the guests have arrived it is the responsibility of the marshal to:

- Ensure all of the occupants are aware of the procedure for evacuating the hall if the need arises

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
- Liaise with the emergency services

#### **In the event of a fire or alarm**

In the event of a fire or the alarm sounding the occupants must follow the evacuation procedure:

- DO NOT ATTEMPT TO COLLECT PERSONAL EFFECTS AND BELONGINGS
- Identify the safest point of exit
- LEAVE THE BUILDING IN A SAFE AND SENSIBLE MANNER
- Assemble at the fire assembly points at the front of the car park close to the fence.
- Ensure that someone has called the emergency services 999
- Complete a roll call to ensure that everyone is accounted for.
- Wait for the fire service to arrive do not attempt to go back into the building until you are told by them it is safe to do so.



## **Attachment 4 - Cancellation Policy**

### **Cancellation by the Hirer**

Once the fee has been paid then the following cancellation policy applies:

- Cancellation between payment of the hire fee and 21 days before the period of hire:
  - 25% retained for administration costs
  - The rest returned to you
- Cancellation between 21 and 7 days before the period of hire
  - 50% of hire charge retained
  - and 50% returned to you
- Cancellation less than 7 days before the period of hire
  - 100% hire charge retained

### **Cancellation by the Trustees**

If the Hire Fee has not been paid at least 28 days before the commencement of the first hire period, the hire may be cancelled by the Trustees. The Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Once the Booking Form has been agreed by the Trustees and the Booking Fee has been paid by the Hirer, the Hall will not be hired out to any other user at that time without the prior agreement of the Hirer. However, 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
- 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
- The premises being required for an unforeseen event that a quorum of Trustees agree to be significant in terms of the Object of the Constitution
- The premises becoming unfit for the use intended by the hirer because of a need for unscheduled emergency repairs or refurbishment

In any such case the Hirer shall be entitled to a refund of the hire fee. The Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Additionally, the Trustees reserve the right to cancel a booking by written notice if the Trustees of Broadhembury Memorial Hall reasonably consider that such hiring will lead to any of the following:

- A breach of licensing conditions, if applicable, or other legal or statutory requirements
- Unlawful or unsuitable activities will take place at the premises

In any such case the Hirer may not be entitled to a refund of the hire fee. The Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## **Attachment 5 - Premises Licence**

The Premises Licence is available using the following link

[EDDC Premises Licence Register - Broadhembury Memorial Hall](#)

Alternatively use the East Devon District Council Website Licensing Act Premises and search for licence PLWA 0700

Or ask us to send you a copy.