

# CAPEL VILLAGE HALL BOOKING INFORMATION OCCASIONAL HIRER FORM

## Security & Extras

1. **A security deposit of £200 (£500 if hirer is under 25 years of age) is required against damages, loss incurred to the premises, contents and adjacent areas by the hirer or associated persons.** The Hirer is responsible for all damages, theft, loss, or nuisance incurred to the premises, contents and adjacent areas, or persons caused by the hirer or associated persons. This is refundable after the event if no damage, loss, extra cleaning or nuisance charges are deemed necessary. Deductions will be made before any refund and extra charges may be levied if costs exceed the deposit. The full cost will have to be assessed before any refund is made.
2. **Children must be supervised at all times.**
3. **Bank Holiday bookings** are charged at Saturday rates. A premium of +50% is required for New Years Eve.
4. **Saturday events:** Friday evenings may be available to hire to allow preparation time for Saturday events. Please enquire.
5. **IF YOU ARE UNABLE TO SEE WHO IS ENTERING THE MAIN FRONT DOOR, IT MUST BE KEPT LOCKED.** Should you see anything suspicious or actions causing damage, please telephone the number on the hall entrance doors, or the Police, if appropriate. Only access the hall at your confirmed booking time. This particularly applies to users with items stored on the premises and key holders. If the keys are lost you must inform the Lettings Secretary or telephone the contact on the main door as soon as possible. **UNDER NO CIRCUMSTANCES LEND THE KEYS TO ANYONE ELSE.** You will be responsible for any theft/loss/damage caused due to loaning keys.
6. **Music Licences:** *If music is played* charges may be made if you do not have a current licence that covers all of your booking's musical activities, the Booking Secretary will confirm this. If you are exempt from a licence, please inform us.

## Maximum Persons, Facilities & Furniture

- |                      |                            |   |                                    |
|----------------------|----------------------------|---|------------------------------------|
| 7. <b>Main Hall:</b> | Dancing                    | 300 persons only                                      | <b>Maximum number in Main Hall</b> |
|                      | Tables / seating           | 250 persons only                                      |                                    |
|                      | Tables / seating / dancing | 250 persons only                                      |                                    |
|                      | Closely seated audience    | 200 persons only (over 150 by prior arrangement only) |                                    |
|                      | Exhibitions                | 150 persons only                                      |                                    |
|                      | <b>Meeting Room:</b>       | 60 persons only                                       |                                    |

**These limits apply to all in attendance** i.e. clients, guests, helpers, entertainers etc.

Main Hall hire includes: 27 large tables, 10 small tables and 150 chairs. Please Indicate on Booking Form if you require more.

8. **Kitchen hire:** If use of cutlery is required, please indicate number of covers. **Kitchen Appliances:** Use only those provided, unless CCA permission is given and they are safety tested. Children in kitchen must always be supervised.
9. **Bars** must be operated from the Kitchen or the Main Hall, not the meeting room.
10. **Tables & Chairs:** Are kept in the left hand cupboard at the rear of the hall. They may not be used outside under any circumstances. (Please enquire, as it may be possible to hire chairs for outside use). For health & safety reasons **stacks of chairs must not exceed 8 chairs, and use the chair trolley**, please do not drag tables or chairs. Wipe down dirty tables or chairs. **All chairs & tables must be replaced as shown on the photo and instructions on the store door.** Restacking, cleaning and removing drag marks may incur extra charges.
11. **Electricity meters** are in the meter cupboard, (left of the entrance door). Both use £1 coins:  
a) Kitchen – for hot water tank & cooker      b) Meeting Room – heating and power

## Fire, Health & Safety

12. The location of the fire extinguishers and fire exits have to be noted before premises are occupied. **The Hirer must be familiar with the fire evacuation procedures.** In the event of fire, premises will be evacuated in a safe, orderly manner. Check the building is empty if possible, and take a roll call. The Hirer is responsible for calling the Fire service on 999. **EXCEPT FOR A FIRE, DO NOT TOUCH FIRE EXTINGUISHERS OR USE THEM TO KEEP DOORS OPEN.**
13. **No Smoking is allowed in the premises or adjacent areas.**
14. **Do not bring any electrical items without CCA permission and only if they have been safety checked. Strictly No Heaters, of any type, fireworks, smoke making machines, candles, lanterns, BBQs, gas cylinders, other highly flammable articles, or chemical hazards are permitted in the premises or surrounds.**
15. The Hirer is responsible for ensuring that any person with special needs is escorted to/from the disabled toilet. Make certain they are safely evacuated in the event of a fire.
16. **ALL WASTEWATER/SEWERAGE GOES THROUGH PUMPS, WHICH MAY BE BLOCKED AND BROKEN BY INCORRECT ITEMS BEING FLUSHED/WASHED AWAY**, (incl. wet wipes) . Ensure all hall users (especially under 18's) are aware of this. Please inspect toilets periodically when leaving, check they are in a clean, undamaged state.
17. **ALL RUBBISH MUST BE SORTED. PLEASE REMOVE ALL LIQUIDS and RECYCLABLE ITEMS and TAKE THEM HOME.** Any unsorted waste must also be taken home as it will fail our waste contractual obligations and may incur costs. Future bin access may be denied. Please leave sacks of sorted waste in electricity cupboard, do not leave any waste next to wheelie bin or in bins in car park or recreation ground.

## Decoration & Vacating Premises

18. **Decorations:** You are responsible for the safety of anyone placing and removing decorations. **Hirers must not use CCA ladders.** Discuss any queries when booking. **Do not use** sticky tape, staples, glue, Blue tack/white tack, pins or any other fixings. **No External fixings are allowed and No Fixings on fire doors.** Use hooks provided on walls, deco hooks and magnetic strips on window frames and picture hanging system (use wires in kitchen cupboard). Hang notices /event info on hooks around the internal front door windows. **Clear all decorations, party poppers etc. from the premises and surrounds,** (please check in advance for staining when wet) **Do not allow games/items to damage ceiling tiles. Cleaning/repainting/replacement costs will be charged to the hirer.**
19. At the end of an event please check all rooms in the hall are empty and the hall (including the toilets), and surrounds are safe, clean and undamaged. Use Hirer's Book in the kitchen to report any damage or other problems. Lock all windows and doors and check that all electrical items and lights are switched-off. (including all toilet lights).