

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. **Main Hall:**

Dancing	300 persons only	Maximum number in Main Hall
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	

Meeting Room:

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).

CAPEL COMMUNITY ASSOCIATION – CAPEL VILLAGE HALL CONDITIONS OF BOOKING
CCA refers to Capel Community Association and the Village Hall Management Committee. The term Hirer refers to an individual or a representative of an organisation or commercial organisation who makes the Booking and signs the Booking Form. The Hirer must be 21 or older at time of booking.

1. The Hirer must be in attendance and in charge when public are present, and throughout the letting period. The conduct of all persons attending is the personal responsibility of the Hirer. Children must be supervised.
2. The premises shall only be used for the event/s and requirements on the Booking Form and agreed with the Booking Secretary. No part of the premises will be used for any other purpose, or sub-let
3. The Hirer is only entitled to enter the premises at the booked times, unless there is a prior arrangement with the Booking Secretary.
4. All damages, theft and breakages to the building, contents and adjacent areas, shall be reported to the CCA or letting secretary and entered in the Hirer's Book (in the kitchen). The Hirer will be liable for all costs of repairs/replacements.
5. The CCA should be advised promptly of any items/damage that might affect the future hire of the hall due to Health & Safety and security issues.
6. The CCA accepts no responsibility or liability for damage, loss or theft of any personal belongings, including coats, clothing or other articles inside or outside the Hall. All possessions in the hall premises or surrounds are there entirely at the owners risk. Please inform all attendees of your event to take care of their possessions.
7. The CCA reserves the right to cancel the booking if the hall or committee room a) are required as a Polling Station, for local emergency use, or any similar matter; b) Or in the event of any part of the premises becoming unfit for the use intended by the Hirer, the Hirer will be entitled to receive a full refund of any monies paid to the CCA. The CCA will not be liable to the Hirer or any other persons for any resulting direct or indirect loss.
8. The CCA reserve the right to reject or cancel any subsequent bookings if the Booking Form, Booking Information and Conditions of Booking stipulated have not been complied with at previous bookings. Rejection may also occur if the proposed booking is not considered in the interest of the village hall or the community at large. The CCA is a registered charity and bookings will not be accepted for unlawful activities, or those, which would be prejudicial to the charitable status of the CCA
9. The Hirer shall make their own insurance arrangements in respect of any claims for damages or injury for any activity, which might arise from this hiring.
10. The Hirer agrees to control the volume of any amplified music and keep sound to a level that will not cause a nuisance to local residents. All doors and windows need to be closed to contain excessive loud noise after 10pm. The Hirer is responsible for preventing and stopping any other annoyance or damage to neighbours. **Non-compliance with this condition will result in immediate cessation of booking / refusal of future bookings and may result in non-return of the security deposit.**
11. The CCA, or its appointed representatives reserve the right to enter the premises/surrounds at any time. During a visit the Hirer must comply with any instructions given.
12. **Please observe all information/regulation notices both in the Hall and outside. Fire procedures must be studied, fire exits kept clear and extinguishers accessible at all time.**
13. **Smoking is not allowed in any part of the Village hall or immediate area.**
14. The car park and recreation ground are the property of the Parish Council. The **car park must be used only as a car park** and the recreation ground closes at dusk. Both fall under Parish Council Byelaws and noise rules and these must be obeyed.
15. The Hirer is responsible for ensuring that nothing is done on, or in relation to the premises in contravention of the law; e.g. gaming, betting, lotteries, alcohol & performing and copyright etc.
16. Ensure the hall and car park are vacated quickly and quietly at the end of the booking, keeping neighbours happy. Check the outside area and inside of the building are clean, safe and tidy. Check all windows, doors and fire doors and bin are shut/locked. All electrical items, (except the fridge) and lights must be switched off. Check all toilet lights are off.
17. Please make sure all the details in the Booking Information (particularly: Fire, Health & Safety, Wastewater, Recycling, Chairs & Tables and Decoration) are complied with. Failure to meet these could incur extra costs with the Hirer.
18. The CCA's decision regarding the interpretation and application of the Booking Form, Booking Information and Conditions of Booking, shall be final and conclusive.

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