

Booking Form

INFORMATION FOR HIRERS



To make a booking, please go to www.holmburystmaryvillagehall.org and

Fabienne Rebout

Wagoners Cottage
Holmbury St. Mary
RH56NH

Tel: 07850 194735

Email: holmburyvillagehall@gmail.com

Number of people

Under the applicable fire regulations, the maximum number of people permitted to be in the Hall is 170. **During the Covid pandemic the maximum number of people permitted in the hall at one time is 17.** Please see specific Covid information at end of this document.

Grassy area

If you are intending to use the ground outside the Hall for any purpose other than normal recreational use, please talk to us. We have an agreement with Hurtwood Control that this area can be used for certain activities with additional payment. If you are thinking of using it for commercial means e.g. bike demonstration it is your responsibility to contact the Hurtwood Control Trust (contact Mark Beaumont, telephone (01483) 267267 for permission.

Car Park

If you are intending to use the car park for any purpose other than parking (e.g. for setting up stalls, the erection of tents, holding of outside fetes/parties), you must contact Shere Parish Council (parish clerk, Shere Parish Council, Tanyard Hall, 30 Station Road, Gomshall, Guildford, GU5 9LF; telephone 01483 203431; e-mail address sherepc@remote.guildford.gov.uk). Please note that there is a public right of way across the car parking area which must at all times be kept clear and free for the public to use.

If you expecting a large number of people at your event please plan ahead and marshall parking or arrange for alternative means of people getting to and from the hall.

The Hall must be CLEARED, CLEANED and vacated by **MIDNIGHT**

What to do to confirm your booking?

Once you have made an online booking,

1. fill in and sign this booking form and return it to the Bookings Secretary as soon as possible. Forms can either be scanned and emailed or posted
2. Make your payment (see below for details)

Your Booking Form will constitute your agreement to hire the Hall on the date(s) and for the period(s) and purpose you specify in the form and on the terms of the Conditions of Hire. The agreement will be complete when we confirm your booking.

HIRE CHARGES & PAYMENT

Hiring Session	Non-Business Rate	Business Rate
Hourly (part hrs charged as full)	£9 p/h	£12 p/h
Full day booking (9.00 a.m. – 6.00 p.m.)	£70	£12 p/h
Weekday Evening (18:00 – 24:00)	£75	£100
Weekend Evening (18:00 – 24:00)	£90	£100
Frequent Users (more than 20 day time / evening sessions per year)	£7 p/h	£12 p/h
Weekend booking (18.00 Friday to 13.00 Sunday)	£1200 *	

Setting up and packing away time must be included in your hire time.

*** Additional £400.00 security deposit applicable to be paid by separate cheque.**

Payments to be made in advance, within one month of booking enquiry

For certain types of the event (including weddings and parties), we require the payment in advance of a security deposit of £400 to cover the costs of any breakages or other damage, or to cover the cost of any additional or exceptional cleaning-up after an event which must be done before the Hall can be used by others. The security deposit must be paid with the balance of the hire charges. It must be paid by separate cheque and will normally be cancelled or destroyed provided the Hall and its contents have been left in an undamaged, clean and tidy condition.

Arrangements can be made (subject to other bookings) for a clearing up session (up to two hours) the following morning for an additional charge.

CONDITIONS OF HIRE

ARRIVAL AND SETUP

PLEASE READ THE INFORMATION FOLDER IN THE KITCHEN – we expect people to act responsibly when using the hall. Misuse of the hall will result in the loss of your deposit.

Keys

The hall keys are kept in a key box next to the hall. The Bookings Secretary will let you know how access them. Please ensure that a responsible person keeps charge of the keys at all times. The keys to the Hall must be returned promptly after your event since they may be needed for other hirers shortly afterwards. A charge will be made for lost keys.

Car parking

Please ensure that access to the Hall by emergency vehicles is left clear at all times. If you are expecting a large number of cars, please make sure parking is appropriately supervised and, if necessary, consult the Bookings Secretary for advice.

Heating

Heating the Hall is very expensive. The heating in the Hall is carefully regulated so that it should be at a comfortable temperature for most users at most times. If you do find the need to increase the heating, please do not turn up the thermostat to more than 20' and please always turn it down to 15' on leaving the Hall.

Tables and chairs

Please return all furniture to the side storage area after your event (stacking the chairs neatly and behind the yellow line) and clean it if needed.

Windows

The keys for the window locks are kept in the kitchen. If you open any windows, please remember to lock them again when you leave and return the keys to their place.

Kitchen and other equipment

Please make sure that you leave the kitchen clean and tidy, wash and return the equipment before you leave. Please keep doors to kitchen closed when using the ovens.

Litter/Rubbish

We do not supply bin bags - bring your own. Please make sure all rubbish is placed in large green bin outside the hall. Do not leave any for the foxes to rip open.

DURING THE EVENT

Responsible person

Please ensure that the responsible person (the person whom you nominated at the time of booking who must be over twenty-one) is in the Hall at all times and ensures compliance with these Conditions of Hire. Unless you let the Bookings Secretary know in advance, the person named in the booking form will be regarded as the responsible person for these purposes. **Remember that the person must be over twenty-one and present in the Hall at all times.**

Health and safety

Although the trustees of the Hall take all reasonable steps to ensure that the Hall is safe and clean for users. It is the primary responsibility of those booking the Hall to ensure the health and safety of users of the Hall. The Hall trustees are insured against any claims arising out of their own negligence, but they otherwise accept no responsibility for accidents to hirers or their guests, agents or employees and hirers should consider carefully taking out their own public liability insurance in case of any claims against them arising as a result of the hire. Please read and observe the various safety notices in the Hall. Emergency exits should not be obstructed at any time. Please also remember to ensure that emergency vehicles can reach the Hall at all times if required. If you are proposing to bring into the Hall any electrical appliance, it is your responsibility to ensure that it is safe and in good working order and used in a safe manner.

Accidents and Dangerous Occurrences

The hirer must report all accidents involving injury to any person to a Hall trustee or the Bookings Secretary as soon as possible and record the details in the Hall's accident book (kept near the First Aid box in the kitchen).

Fire

In case of fire, evacuate the Hall immediately and call 999. Fire extinguishers are provided in the Hall. Do not take any risks with personal safety in case of fire. It is your responsibility to ensure that everyone in the Hall knows how to evacuate the Hall in an emergency.

Observance of licensing and legal requirements

The Hall is used for a wide variety of functions and events by a wide range of users. You must not use the Hall for any unlawful purpose and you should only use it for the purpose you have specified in the booking form. Some activities (e.g., the sale of alcohol (which includes serving alcohol at an event for which an admission charge has been made), public performances of music or dancing, and activities for young children) are subject to specific legal requirements and/or may require the filing of a Temporary Event Licence with the Police and the local authority (Guildford Borough Council) in advance of your event. It is the responsibility of hirers and users of the Hall to ensure that they find out about, and comply with, any such requirements and, if required, obtain and comply with any conditions of any licence, or file any notice, which is required for their event. Please note that, under the Licensing Acts, the number of Temporary Event Notices which can be filed for events at the Hall in any year is limited and, if that limit has already been

reached in any year, you will not be able to do the things which require to be licensed (e.g., selling or serving alcohol) as part of your event.

Care of the Hall

Do not use anything including Blu / White tack, sellotape, pins in the hall. If you do attach decorations please take the time to make sure you take them down.

Emergency telephone

There is an emergency telephone in the main entrance lobby of the Hall, this telephone will accept in-coming calls only. The telephone number is 01306 731681.

In the case of an emergency please call 999.

Local Police
101 / 01483 571212

The address of the Hall is
Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary, RH5 6PG.

Indemnity

The hirer will indemnify and keep indemnified the Hall trustees (and each of them) and their employees, volunteers, agents and invitees against (1) the cost of repair of any damage done to the Hall, its installed equipment or contents, (2) all claims in respect of damage or loss of property or injury to persons arising from the use of the Hall by the hirer and (3) any liability or costs arising from the breach by the Hirer of any of these Conditions of Hire. Hirers are reminded to consider taking out their own insurance against these liabilities.

LEAVING THE HALL

Vacating the Hall

All evening events in the Hall should be planned so as to ensure that everyone has left the Hall, with the Hall left in a **clean and tidy** condition, by no later than midnight.

Noise

When leaving the Hall after your event, particularly in the evening, please avoid making unnecessary noise and disturbance to our neighbours, the residents of Felday Glade.

Lights

Please turn out all lights when leaving the Hall. The exterior lights are on a timer switch, which will allow you to leave the car park area before automatically switching off. The terrace and step lights need to be turned off separately.

Rubbish

Put all rubbish including recycling in the outside bin and avoid any overflowing.

Heating

Whether or not you have adjusted the thermostat during your event, please ensure that it is reset at 15° when you leave the Hall.

Replacement of equipment and chairs

Please report any damage to the Hall, chairs, tables or other equipment to the Bookings Secretary.

Return of keys

After your event, please ensure that all windows and doors in the Hall are securely closed and locked and return the keys of the Hall as soon as possible to the key safe.

CANCELLATION

If you wish to cancel your booking and the Bookings Secretary is unable to conclude a replacement booking, the question of the payment or the repayment of the hire charges shall be at the discretion of the Hall trustees. The Hall trustees reserve the right to cancel this booking by written notice to the hirer (as specified in the booking form) if (1) they reasonably consider that (i) the hiring may lead to a breach of licensing conditions or other legal requirement or (ii) unlawful or unsuitable activities will take place in the Hall as a result of this hiring or (2) the Hall becomes unfit for the use intended by the hirer. In the case of a cancellation by the Hall trustees, the hirer will be entitled to a refund of any deposit or hire charges already paid, but the Hall trustees shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

- a) more than four weeks before the booked event. 100% refund, less a £30 administration fee.
- b) between two and four weeks before your booked date. 50% refund.
- c) less than two weeks before the event. 0% refund.



Holmbury St Mary Village Hall

Felday Glade
Holmbury St Mary
RH5 6PG

BOOKING FORM

I/We

_____ (Specify name of hirer or hiring group)

HEREBY:

1. AGREE to hire the Hall
Date(s), start and end times
(including setting up and clearing up)

_____ (If more than one date/regularly bookings, please attach a separate list with dates/times)

2. I/We have read and understood all above information and AGREE to comply with the Conditions of Hire
3. UNDERSTAND that, if alcohol is to be sold in the Hall (whether directly or indirectly - e.g. as part of the admission charge for an event), the Hirer is responsible for filing a Temporary Event Notice (TEN) with the Police and with Guildford Borough Council **at least ten days before the event** (see Information for Hirers and the enclosed Conditions of Hire for details) and providing a copy of the TEN, stamped by Guildford Borough Council, to the Booking Secretary.
4. I/we confirm that alcohol
 WILL
 WILL NOT
be sold at this event. (please tick whichever is applicable)
5. Please specify if you'd like the hall decorated for your event
 Ceiling drapes £25.00
(included in weekend booking hire fee)
6. Please specify if you'd like the use of the Hurtwood Control (Grassy patch opposite the hall) or Toddler Group toys
 Hurtwood Control £25.00
 Toddler Group Toys £20.00
7. Please specify what the hall will be used for
- _____

8. Please include any special notes/requirements for your booking
- _____

9. AGREE to pay the total charges before hire as follows:

<input type="checkbox"/>	Weekend Booking Fee in Full	£
<input type="checkbox"/>	Hourly Booking Fee in full	£
<input type="checkbox"/>	Returnable Security Deposit *	£400.00

**Payments to be made in advance,
within one month of booking enquiry**

The Holmbury St Mary Village Hall Trust
CAF Bank
Sort Code: 40-52-40
Account Number: 00017041
include your name or organisation name in reference

Security Deposits: Please provide separate cheque

10. UNDERTAKE that the following person is over twenty-one and shall be in charge of and present in the Hall at all times when the Hall is in use and has responsibility for ensuring that the Conditions of Hire are complied with

Name

Organisation

Address

Telephone

Email address

SIGNED ON BEHALF OF THE HIRER/HIRING ORGANISATION:

Signature of Responsible Person

Name

Date

To confirm your booking, please return one copy of this form to: Bookings Secretary, Wagoners Cottage, Holmbury St. Mary, RH56NH

Please retain one copy for your records. Please make sure that you have read and understood the Rules for Hirers enclosed with this form which form part of your booking contract.

Please e-mail holmburyvillagehall@gmail.com one week before your event for details of obtaining the key to the Hall. NB that the balance of your booking fee must have been received **before** you make contact about access to the Hall. Access to the Hall will not be permitted unless the booking fee (and, if you have been asked to provide a security deposit, the amount of the security deposit) has been paid in full.

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to the general conditions of hire for Holmbury St Mary Village Hall

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the relevant and current COVID-19 Secure Guidelines while entering and occupying the hall, as well as complying with the instructions shown on the poster which is displayed at the hall entrance, in particular using the hand sanitiser supplied

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3:

We cannot guarantee that the hall will be cleaned between the last hiring and your visit. you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. You are responsible for cleaning all these surfaces at the end of your period of hire.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

To maintain 2m social distancing the hall capacity is 17 people. You need to consider this when planning your event. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. If more than 17 people are in the hall, it is your responsibility to ensure that mitigating measures are taken. The Hall trustees bear no responsibility for any failure to observe this requirement.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face.

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags and bins provided.

SC11:

You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, or in the dishwasher, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC12:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC14: Other points:

Where you are organizing a sport, exercise or performing art activity, you will organize your activity in accordance with guidance issued by the relevant governing body for your sport or activity. Where you use your own equipment, you will ensure that any equipment is cleaned before use and before being stored in the halls rooms and cupboards.

For more information about your responsibilities regarding Covid please go to

<https://www.gov.uk/coronavirus>