



APPLICATION TO HIRE – Page 1

Name of Hirer and/or Child's Name: _____

Type of event:
 (including child's age, theme and any additional equipment hired) _____

Home Address: _____

Postcode: _____

Email: _____

Contact Number: _____

Date of hiring: _____

Approximate Attendance:
 Maximum capacity see no.25 on page 2.

Accommodation / Requirements	Hire fee Payment due one month before occasion / event	Start Time	Finish Time
Main Hall & Kitchen	£	:	:
Bar Additional bar form also required	£	:	:
PA system / Bluetooth	£		
Westwick Room	£	:	:
Buglass Room	£	:	:
Total:	£	Deposit Paid: Cash/Chq	£

To comply with licensing laws NO alcohol can be brought onto the premises. Alcoholic and non-alcoholic drinks can only be purchased from the bar and consumed in the Main Hall.

- Friday and Saturday Parties - 11.15pm bar closes, 11.30 music ends, midnight leave premises
- Any outside hire equipment (e.g. Bouncy Castles) must not arrive early and must be collected before end of room hire.

Table Chairs Needed Used tables and chairs must be cleaned and returned to storage.	YES/NO	Do you have Public Liability Insurance? YES/NO If you have answered NO then the Association will provide the public liability insurance for you for the event, subject to the Hirer complying fully with all these hiring conditions, including ensuring that all outside vendors and providers have their own public liability insurance
Crockery Needed No cutlery (including knives) are available. Used crockery must be cleaned and returned to storage.	YES/NO	
Is music to be played?	YES/NO	
DEPOSITS	The Association reserves the right to withhold some or all of the deposit paid to cover damages, additional time past the agreed booking, misuse of alcohol or if the hall, kitchen and furniture are not left clean and tidy. Provided all conditions are met the deposit will be returned after the event. This deposit will be banked and does not form part of the hall hire charges.	
PAYMENT	The hiring fee must be paid one month prior to the date of hire, otherwise the hall will be rendered available for re-letting. Payment should be made to the Administrator at Leverstock Green Village Hall, Monday to Fridays 9.30am – 12.30pm. Cheques made payable to 'Leverstock Green Village Association' (LGVA).	
CANCELLATION	Unless 28 days clear notice of cancellation is received the Hirer shall pay 50% of the hiring fee. Deposits will not be returned after cancellation until a further booking has been accepted.	
HIRING EQUIPMENT	BBQ's, smoke machines, gas (including canisters) and electric stoves, pizza ovens, etc cannot be brought onto the premises. Please speak to the Administrator regarding any equipment that isn't listed. It is the responsibility of the Hirer to ensure all outside vendors and providers are insured and all electrical equipment is PAT tested as all liability arising during the hall hire falls on the Hirer.	

Applications for the hire of rooms in Leverstock Green Village Hall must be made to the Administrator at the address above. Rooms shall not be used for any purpose other than that for which they have been let to the Hirer.

I have read the application to hire the accommodation as shown above on the date(s) and for the time(s) stated and I agree to observe and be bound by the rules of hiring (see page 2). Failure to do so can result in closure of your event.

SIGNED: _____

Date: _____

RULES OF HIRING – Page 2

1. Rooms shall not be used for any commercial purpose.
2. The Hirer and all parties invited into the hall by the Hirer, e.g. bands, caterers, etc, shall vacate the rooms by the time stated on the hire form.
3. The Hirer shall not sub-let the rooms or any part of them.
4. No furniture, furnishings or equipment shall be moved from rooms without the permission of the Leverstock Green Village Association CIO (“the Association”).
5. The Caretaker is responsible for overseeing the hall and is authorised to see that Hirers leave the hall in a satisfactory, clean manner.
6. Amplifying equipment may only be used as directed by the Caretaker, and at the power point specified. All electrical equipment must be PAT tested.
7. The Hirer shall be fully responsible for all equipment hired by him/her.
8. No gas or electric light fittings in any part of the building shall be removed or altered without the previous consent of the Association, neither must additional lights (including spot lights) or heating apparatus or sound equipment be installed without prior consent and then only by a competent electrician or gas engineer.
9. Any adjustment of the central heating system may only be effected by a representative of the Association.
10. Nails, screws, pins, etc shall not be driven into the walls or any part of the rooms, nor shall sellotape/bluetack be stuck to the walls or any boards, the building must not be defaced in any way. Should you wish to display any notices, picture rails are provided in the Main Hall, Westwick and Buglass Rooms for this purpose.
11. The Hirer shall not exhibit bills, posters, advertisements, photographs or leaflets at Leverstock Green Village Hall except with the consent of the Association and then only on boards and in positions indicated by the Association.
12. The Hirer shall leave the rooms, the furniture, fixtures and fittings, in as clean condition and good order as they were at the time of entry by the Hirer or his/her agents.
13. The Hirer shall ensure that the activities conducted in the room(s) he/she has hired do not interfere in any way with other users of Leverstock Green Village Hall.
14. The Association reserves the right, through its Committee and representatives, to refuse admission to any person or persons.
15. The Hirer shall permit duly authorised representatives of the Association and police officers on duty to have free access to all parts of the Hall/rooms during the hiring and shall comply with any reasonable directions given by them.
16. No entrance or exit doors shall be left open nor any entrance or exit blocked including the main lobby area. All Fire and Public Safety Regulations must be strictly obeyed.
17. The Hirer shall provide sufficient stewards to maintain good order in the rooms hired during the period of hiring.
18. When rooms are let for concerts, lectures, meetings or any form of entertainment where rows of seats are used, the Hirer must ensure that all seating is linked together, and that clear passages as directed by the Association, are provided and maintained unobstructed. Wheelchairs users should be seated as near to the fire exit as possible.
19. IF ALCOHOL IS TO BE CONSUMED ON THE PREMISES THIS MUST BE CLEARLY STATED ON THE BOOKING FORM. No bottles or glasses to be taken off the premises. ALL ALCOHOL AND NON ALCOHOLIC DRINKS MUST BE PURCHASED VIA THE BAR.
20. No smoking is permitted in and around the building including the use of electronic cigarettes.
21. The Hirer shall secure compliance with the law relating to copyright. The Hirer shall be responsible for obtaining any licence required in connection with the hiring which is not already held by the Association. The Hirer shall supply the Association with any information reasonably required for any of these purposes. The Hirer shall indemnify the Association against any failure to observe this rule.
22. The Hirer shall observe all the relevant provisions of the Gambling Act.
23. The Hirer shall secure compliance with the Food Safety Act and all regulations made hereunder, and all regulations then pertaining to the above.
24. The Hirer shall be deemed to be the person in control of the rooms hired by him/her. For the purpose of the law prohibiting the use or possession of prohibited drugs he/she shall take all such steps as may be necessary to see that the law in that respect is observed in relation to the hiring.
25. The total number of persons to be admitted throughout the building at any time shall not exceed, Main Hall 150 people, Westwick Room 60 people, Buglass Room 30 people. Total 240 people.
26. The Association shall be entitled, on giving two weeks notice, to the Hirer, to cancel any hire for any day on which the Association require for any public purpose rooms which have been hired. The Hirer shall have the option of engaging rooms for some other day or be reimbursed to him/her any payment he/she has made to the Association in respect of hire. The Association shall not be liable to pay or allow any further compensation in respect of the cancellation or alterations of the hire. The Association reserves the right to adjust their charges subject to their having notified the Hirer one month before the date of the hiring.
27. **The Hirer is liable for**
 - (a) **Death or injury to any person, and**
 - (b) **Any loss or damage to any property whatsoever including the Village Hall and its contents arising from any negligent or accidental act or error or omission by the Hirer during the period of the Hire.**

**LEVERSTOCK GREEN VILLAGE ASSOCIATION CIO
VILLAGE HALL ADMINISTRATION**

EMERGENCY INSTRUCTIONS FOR A TEMPORARY RESPONSIBLE PERSON

As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

- What fire protection systems are present;
- How a fire will be detected;
- How people will be warned if there is a fire;
- What staff should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- Arrangement for fighting fire;
- How the fire and rescue service and any other necessary services will be called;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g the location of highly flammable materials;
- What instruction helpers need and the arrangements for ensuring that this training is given;
- Limitation on numbers of people;
- Playgroup padlocks to gates in playground;
- Checking that all escape routes are clear of obstructions and combustibles.

Before the event or function you should decide:

- The arrangements for fighting fire;
- The arrangements for means of escape for disabled persons;
- The duties and identity of persons who have specific responsibilities if there is a fire;
- The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, children, members of the public and visitors;
- How you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- Who will be responsible for calling the fire and rescue service and any other necessary services;
- Who will meet the fire and rescue service on their arrival and notify them of any special risks, e.g. the location of highly flammable materials; and
- Your plans to deal with people once they have left the premises, especially children.

At the start of the event or function you should notify all those present about:

- The no smoking policy;
- The emergency warning signal;
- Who is supervising and how to identify them;
- Location of exits and escape routes;
- Taking only valuables immediately to hand but not to go to collect other belongings;
- The location of muster points; and what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- Escape routes and exits do not become blocked;
- The no smoking policy is adhered to;
- No naked flames are started;
- Rooms do not become overcrowded;
- Noise levels cannot drown out the fire alarm; and
- If necessary, the number of persons in your premises is limited or controlled.

Westwick Room Hire only: I am aware that the Westwick Room gates have an additional bolt to open at the bottom of the gate.

I am aware that the main entrance door MUST be closed for the duration of my booking.

I have read and understood the above and as the responsible person for the event/function, I have legal duties with regards to the safety of those persons assisting or attending the event.

Signed: _____

Date: _____